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ABSTRACT

This handbook was developed to guide teachers and students in postsecondary agricultural education through the program of the National Postsecondary Agricultural Student Organization (PAS). The handbook is organized in eight sections that cover the following topics: (1) general information about PAS; (2) award programs; (3) agricultural machinery service technician award program; (4) Planning for Progress Program; (5) National Certified Crop Adviser Exam; (6) bylaws of PAS; (7) PAS national officer handbook; and (8) outstanding advisor award. The handbook includes leadership learning activities, career-oriented activities, and worksheets for the various components of the national PAS organization. (KC)

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HANDBOOK

Your Guide for National Activities

1995 – 1996

ED 386 537

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National Postsecondary Agricultural Student Organization

Uniting Education & Industry in Agriculture

CE 069 742

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HANDBOOK

Your Guide for National Activities

1995 – 1996

National Postsecondary Agricultural Student Organization

Uniting Education & Industry in Agriculture

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1995-1996 PAS BOARD OF DIRECTORS

Students

President
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Cenex/Land O'Lakes Agronomy Co.
P.O. Box 64089 MS-390
St. Paul, MN 55164-0089
(612) 451-4505

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Deere & Company
John Deere Road
Moline, IL 61265
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Agra Placements, Ltd.
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510 East US Route 2
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National FFA Center
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Apple Valley, MN 55124
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(309) 582-5402

Paul Martin
Agribusiness/Ag Educator
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152 Colorado Street
Muscatine, IA 52761-5396
(319) 263-8250, Ext. 172

Ken Olcott, Executive Director
PAS Associates
Box 279
Cobleskill, NY 12043
(518) 234-7309

1995-1996 CALENDAR

September 27–30, 1995
Board of Directors Meeting, Sioux Falls, SD

September 28–29, 1995
Regional Conference, Wahpeton, ND

November 5, 1995
Bylaws amendments submitted

November 30, 1995
Affiliation fees due for students enrolled in fall

February 15, 1996
Affiliation fees due for new students enrolling in spring

February 28, 1996
State Certification for participation at National Conference due to Executive Director for the following:
- Agricultural Machinery Service Technician Award Program
- Career Planning Award Program
- Career Progress Award Program
- Crop Specialist Award Program
- Dairy Specialist Award Program
- Delegates
- Employment Interview Award Program
- College Bowl Teams
- Speakers for Agriculture Award Program
- Livestock Specialist Award Program
- Ornamental Horticulture Specialist Award Program

March 13, 1996
The following due at National Conference Registration:
- Career Planning Applications
- Career Progress Applications
- College Bowl Team Forms
- Employment Interview Materials
- National Officer Candidate Applications
- Outstanding Advisor Award Applications
- Prepared Speakers for Agriculture Manuscript

March 13–16, 1996
1996 PAS National Conference, Sioux Falls, SD

COORDINATORS OF PAS ACTIVITIES

Please contact the following activity coordinators with questions and suggestions concerning PAS activities:

Ag Machinery Service Technician Certification
Craig McEnany

Ag Machinery Service Technician Award Program
Terry Hughes
Curtis Mott Room #107
State University of New York
Cobleskill, NY 12043
(518) 234-5571

College Bowl
Steve Harbstreit

Crops Specialist Award Program
Warren Pickar
Western Wisconsin Technical College
304 N. 6th Street
La Crosse, WI 54669
(608) 785-9126

Dairy Specialist Award Program
Gene Hilgenberg

Employment Interview Award Program
Perry Schneider

Livestock Specialist Award Program
Rick Parker

PAS Associates
Kevin Bachmeier

Planning for Progress
Theresa Bachmeier
Penny Wallace

Speakers for Agriculture Award Program
Gene Hilgenberg — Prepared
Rick Parker — Impromptu

Ornamental Horticulture
Barbara Hansen
Des Moines Area Community College
2006 Ankeny
Ankeny, IA 50021-9902

PAS OWES SPECIAL THANKS

AGRICULTURAL MACHINERY SERVICE TECHNICIAN AWARD
Donald Margenthaler, President
John Deere Foundation
Deere & Company
John Deere Road
Moline, IL 61265

Simplot

CROP SPECIALIST AWARD PROGRAM
John Meiners, Vice President & General Manager
Soil & Crops Products Division
J. R. Simplot
P.O. Box 912
Pocatello, ID 83204

ZENECA

John J. Woodward
Zeneca Ag Products
8690 N. Park Road
Pocatello, ID 83201

21st CENTURY GENETICS

DAIRY SPECIALIST AWARD PROGRAM
Jim Leuenberger, Vice President, Public Relations
21st Century Genetics
P.O. Box 469
Shawano, WI 54166

AGRA PLACEMENTS LTD.

EMPLOYMENT INTERVIEW AWARD PROGRAM
Perry M. Schneider, President
Agra Placements, Ltd.
1104 Keokuk
Lincoln, IL 62656

OUTSTANDING ADVISOR AWARD
Marshall Stewart, Executive Director
National Vocational Agricultural Teachers Association
P.O. Box 15440
Alexandria, VA 22309

PLANNING FOR PROGRESS
Agribusiness
Mary Kaste
Cenex Foundation
P.O. Box 64089 MS-325
St. Paul, MN 55164-0089

Agricultural Equipment
Donald Margenthaler, President
John Deere Foundation
Deere & Company
John Deere Road
Moline, IL 61265

Animal Production
Pfizer Animal Health Division
Pfizer, Inc.
235 East 42nd Street
New York, NY 10017

Crop Production
Wayne Beck, Vice President, Supply Management
Pioneer Hi-Bred International
700 Capital Square; 400 Locust
Des Moines, IA 50309

SPEAKERS FOR AGRICULTURE AWARD PROGRAM
Ricardo Valencia
FFA Alumni Association
P.O. Box 15160
Alexandria, VA 22309

CERTIFIED CROP ADVISER PROGRAM
Bruce Roskens, Senior Manager
Commodity Development
The Quaker Oats Company
P.O. Box 049001
Chicago, IL 60604-9001

Susan Croce Kelly, Vice President
Corporate Affairs
Sandoz Agro, Inc.
1300 East Touhy Avenue
Des Plaines, IL 60018

PFIZER LIVESTOCK SPECIALIST AWARD PROGRAM
Pfizer Animal Health Division
Pfizer, Inc.
235 East 42nd Street
New York, NY 10017

AGRICULTURAL MACHINERY SERVICE TECHNICIAN CERTIFICATION PROGRAM
Donald Morgenthaler, President
John Deere Foundation
Deere & Company
John Deere Road
Moline, IL 61265

James Whitfield, Secretary-Treasurer
North American Equipment Dealers Association*
10877 Watson Road
St. Louis, MO 63127

*Includes: Western, Midwest, Montana, Mid-America, Deep South, Southwest, Alabama

Postsecondary Agriculture Students

Mission Statement

The mission of the National Postsecondary Agricultural Student Organization is to provide opportunities, through an educational process that promotes individual growth, leadership and strong personal ethics, for individuals who are pursuing agricultural careers.

We value—

- developing individual leadership abilities in every student member
- promoting mental and physical growth in every member
- developing highly trained human resources for industry
- fostering strong personal ethics in student members
- supporting a life-long educational process in agriculture

Membership

- Available to students in agriculture-related postsecondary programs in approximately 650 institutions in all states.

Programs

- Instructional programs cover all areas of agriculture and agriculture-related occupations.
- The organization enhances members' occupational training through incentive awards and leadership opportunities.
- Employment Interview Award Program
- Speakers for Agriculture Award Program
- Dairy Specialist Award Program
- Crop Specialist Award Program
- Livestock Specialist Award Program
- Ornamental Horticulture Award Program
- Ag College Bowl Award Program
- Ag Machinery Service Technician Award Program
- Planning for Progress Award Program
  - encourages PAS members to explore careers and take active roles in the educational process
  - students receive state and national recognition in specific agricultural areas
  - Planning for Progress areas are sponsored by leading agricultural businesses and associations
- Agricultural Machinery Service Technician Certification
- National Certified Crop Adviser Program

Leadership

- Governed by a National Board of Directors made up of seven national student officers and ten nonstudent members.
- Nonstudent members represent postsecondary faculty, teacher educators, state supervisors, industry and the U.S. Department of Education.

Meetings

- The organization conducts business at its National Conference held annually in March.
- In the interim, the Board of Directors meets once to deal with organizational business.

Support

- Membership fees are paid on a chapter and individual basis.
- Special projects are funded by agricultural businesses and organizations.

History

- The national organization was organized in March 1979 under Draft Bylaws.
- Officially founded in March 1980 with adoption of Bylaws.

Further Information

- Contact the postsecondary institution's agricultural program or the agricultural division of the State Education Department or
- Contact PAS Executive Director Kimberly Perry, P.O. Box 221897, Sacramento, CA 95822 (916) 445-3898

Uniting Education & Industry in Agriculture

THE LOCAL PAS CHAPTER

PAS is committed to the following concepts regarding the local chapter:

1. The local chapter is the most important level of participation in the organization. It is the only level where students are.

2. The local chapter should be organized in the manner that is best for that institution. The following ideas are only suggestions. Local chapters may use whatever name and organizational pattern they feel are best for them.

3. Many large institutions have several agricultural clubs. On several campuses, a coordinating council made up of representatives of the various clubs exists to promote communication among the clubs and to provide affiliation with PAS.

4. Frequently, agricultural clubs are centered around the curriculums of students in the institution. Often there is a curriculum-related club for each curriculum offered by the institution. Sometimes these clubs are also affiliated with the professional organization related to the curriculum area, such as the American Society of Agricultural Engineers or the American Society of Agronomy.

Sample Chapter Activities

Educational
- curriculum-related programs
- personal development
- leadership development
- employment skills
- Planning For Progress

Competition
- Ag Machinery Service Technician Award
- Speakers for Agriculture
- Employment Interview Contest
- College Bowl
- Dairy Contest
- Livestock Specialist Award Program
- Ornamental Horticulture Specialist Award Program
- local competitive events

Fundraising

Recreation

Sample bylaws are available from the Executive Director (address and phone number on page 1.1)

Chapter News Needed

News about local activities is needed for the PAS newsletter *PAStimes* and next year's *Handbook*. Send items and ideas to the PAS Executive Director (see page 1.1).

Affiliation

For students enrolled in fall classes—

The affiliation fee is due December 1 as follows:
Institutional fee—$100
Active member—$25

Affiliation fees postmarked before December 1 are discounted as follows:
Institutional fee—$50
Active member—$15

For new students enrolling in their postsecondary program after January 1—

The affiliation fee is due February 15 as follows:
Active member— $25

Affiliation fees postmarked before February 15 are discounted as follows:
Active member—$15

Participants in National Contests and Activities must be active members.

Associate membership—$20
Contact Ken Olcott for information (see page 1.1).

PROCEDURES AND POLICIES

Bylaws Amendments Requested

Bylaws amendments must be submitted 120 days prior to the opening of the national conference. All amendment proposals will be distributed to state and local associations at least 60 days before the conference. Please send all amendment proposals to the PAS Executive Director (see page 1.1).

Business Meeting Procedures

Discussion will be limited to voting delegates and officers. Others in the audience should air their views in state caucuses. Parliamentary procedures will be followed, and the latest revision of Robert's Rules of Order will be used. A parliamentarian shall be appointed by the President and the Executive Director 120 days before the National Conference. The seating of the delegates at the National Conference shall be such that the general audience and the voting delegates be visibly separated. An agenda shall be distributed in advance of the business meeting.

Dress Code

National Officers

The official dress code of the National Officers shall be: Navy blue blazer, white shirt/blouse, gray dress slacks/skirt, red PAS tie, dress shoes. The official dress shall be worn at all formal meetings, conferences and/or when representing PAS in an official role.

State & Local Officers

Affiliated state association and local chapter officers are encouraged to wear similar apparel for the purpose of establishing a positive image of uniformity for the organization.

Host a National Conference

States wishing to host a National Conference must submit a bid to the Board of Directors two years in advance. The board will choose the site based upon bids. The Executive Director will work with a state committee to set dates and location.

Policy for Establishment of National Award Programs

The National Board of Directors has established the following criteria for all future national award programs:

- A one-year evaluation period.
- The group or organization proposing a new award program must provide the means of financial support for 5 years.
- The group or organization proposing a new award program must provide management, rules, regulations, set up and administration of the award program, with the approval of the PAS board.
- The award program must be designed to cover skills, tasks, knowledge and leadership abilities that would be beneficial in a student's education or employment.
- The award program must pertain to all regions of the country without being partial to any region.
- The award program will be reviewed by industry and the PAS Board of Directors after 2 years.

PAS ASSOCIATES

PAS Associates was officially organized at the tenth reunion National Conference in Kansas City, Mo., in March 1988.

Purpose

- Support and promote PAS organization and PAS activities
- Recognize the value of postsecondary agricultural/technical education at local, state and national levels

Membership

- PAS Alumni
- Faculty and Advisors
- School Administrators
- Parents
- Friends of PAS

Activities

- Assist at PAS activities by serving as judges, timekeepers, contest officials, etc.
- Financial support to PAS
- Recruitment for postsecondary schools
- Local and state PAS activities
- PAS Associates session at PAS National Conference

Organizational Pattern

- Executive body is PAS Associates Committee consisting of a chairperson and two at-large members
- National PAS Past President serves in an advisory capacity
- PAS National Advisor and Executive Director are ex-officio members of the PAS Associates Committee

For more information contact Ken Olcott (see page 1.1).

Insert divider sheet for Section 2.

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EMPLOYMENT INTERVIEW AWARD PROGRAM

Sponsored by: Agra Placements Ltd.

General Rules

Each state may enter one student in each employment area. States must submit winners' names by **February 28**.

A student may enter only one area in one year. Students must be currently enrolled as full-time students. The national winner in each area may not participate in any area of the Employment Interview Contest at the national level again.

No one will be allowed to observe interviews.

Employment Areas

Each participant will select a specific job from the list on page 2.4. This job will be in the following areas:

a. Ag Equipment Service
b. Agribusiness Administration
c. Agribusiness Sales
d. Crop Production
e. Dairy Production
f. Livestock Production
g. Forestry and Natural Resources
h. Fruit and Vegetable Production
i. Landscaping and Nursery
j. Floriculture
k. Fertilizer and Ag Chemicals
l. Feeds and Animal Health

Award Program Procedures

The award program will consist of four parts as described below. Please identify the employment area on a cover sheet.

1. Résumé—The résumé is to be brought to the conference and turned in at the participant's orientation session. The résumé must be the work of the contestant.

2. Letter of Application—A letter of application and properly addressed envelope are to be completed, brought to the conference and turned in at the orientation session for Employment Interview participants. Address all materials to the award program coordinator, listed in Section 1 of this *Handbook*.

3. Application for Employment—An Application for Employment is provided following page 2.4. The application form is to be completed by the participant, brought to the conference and turned in at the orientation session for Employment Interview participants.

4. Personal Interview—Each participant will be interviewed alone, for a period not to exceed 15 minutes. *If the participant does not report for the interview at the assigned time*, he/she forfeits participating, unless arranged previously with the contest coordinator. A copy of the résumé and a portfolio of the participant's work may be brought to the personal interview.

Scoring

Scoring will be as follows:

a. Résumé	50 points
b. Letter of Application	10 points
c. Application for Employment Form	40 points
d. Personal Interview	100 points

See Judges' Rating Sheets, pages 2.2–2.3.

Judges

A judge familiar with the employment area will be provided in each employment area.

Awards

Participant:	Certificate
First Place:	Plaque (each area)
Second Place:	Plaque (each area)
Third Place:	Plaque (each area)

Meeting Times

The Employment Interview Award Program orientation meeting will be held at the National Conference at the time stated in the conference program.

Contestants will draw for the order of the personal interview. Interviews begin at the time slated in the conference program. The order of interviews will be posted.

Thank-You Letters

Thank-you letters will be written to the award program judges after the award program and turned in to the coordinator that day before awards are determined. Thank the judges for their time in providing this experience and mention any other favorable comments about the award program and conference.

The names and addresses of judges will be provided. It is recommended that thank-you letters be written on local or state PAS stationery. Therefore, participants must provide their own paper, pen and envelope.

Entry Forms

Entry forms will be mailed to all state leaders early in the year.

Coordinator

The name of the coordinator is listed in Section 1 of this *Handbook*.

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

Résumé Evaluation

PAS Employment Interview Award Program

Applicant's Name _____ Date _____

Institution _____ State _____
School City

	Maximum Points Possible	Contestant's Rating
Factors to Be Judged		
1. Format	10	
2. Originality	10	
3. Neatness	10	
4. Effectiveness	20	
TOTAL POINTS	50	
Letter of Application Evaluation		
1. Appearance and neatness	2	
2. Opening—offer a service, arouse interest or other	2	
3. Offer proof of abilities—illustration or results	1	
4. Closing—appeal for action, request for interview	2	
5. Spelling, grammar and punctuation	1	
6. Envelope—properly addressed and neat	2	
TOTAL POINTS	10	
Application for Employment Form Evaluation		
1. Appearance and neatness	9	
2. Content (information provided)		
a. Name, address and current date	2	
b. Personal information	4	
c. Job objective stated	4	
d. Education—name of school, major, extracurricular activities	4	
e. Work experience—places, names, address	4	
f. References (3 or more)—names and addresses	4	
3. Spelling and grammar	9	
TOTAL POINTS	40	

JUDGE'S COMMENTS

Contestant's Strengths—

Additional Comments—

Contestant's Weaknesses—

Personal Interview Evaluation

PAS Employment Interview Award Program

Contestant _____

Job _____	Maximum Points Possible	Contestant's Rating
Personal Appearance: (20 point maximum)		
1. Grooming	5	_____
2. Dress	5	_____
3. Neatness	5	_____
4. Composure	5	_____
Actual Interview: (68 point maximum)		
1. Did the applicant make a good first impression?		
a. Did the applicant greet you and call you by name?		
b. Did the applicant introduce him/herself correctly?		
c. Did the applicant state the purpose of his/her call?		
d. Did the applicant remain standing until invited to be seated?	18	_____
2. Did the applicant answer your questions clearly?	10	_____
3. Did the applicant volunteer appropriate information?	6	_____
4. Did the applicant have a pleasant voice?	3	_____
5. Did the applicant express enthusiasm?	6	_____
6. Did the applicant exhibit self-confidence?	6	_____
7. Did the applicant use proper grammar?	7	_____
8. Did the applicant show a genuinely wholesome attitude?	5	_____
9. Did the applicant do something especially impressive?	7	_____
Specify		
Post-Interview: (12 point maximum)		
1. Did the applicant express sincere thanks for your time and consideration?	3	_____
2. Did the applicant leave promptly at the conclusion of the interview?	3	_____
3. Did the applicant exhibit a gracious manner generally?	6	_____
TOTAL POINTS	100	_____

JUDGE'S COMMENTS

Contestant's Strengths—

Additional Comments—

Contestant's Weaknesses—

Generic Job Description/Occupation

PAS Employment Interview Award Program

Position applied for should be considered entry level or near entry level, 1–2 years experience. Candidates should not apply for positions beyond their expertise or abilities.

1. Agriculture Equipment Service

a. Technician Trainee retail dealership; Parts Counter/Assistant; Parts Manager retail; Equipment Set-up Person; Field Service Representative for Manufacturer; Testing Ground Technician.

b. Candidates should have mechanical ability/knowledge and a good understanding of agriculture equipment and related areas.

2. Agribusiness Administration/Management

a. Management Trainee for regional or national firm with career track opportunities and multiple product lines and locations; Computer Operator, inventory control, financial management; Assistant Elevator Manager; Assistant Farm Manager.

b. Candidates will need computer skills, record keeping/bookkeeping/accounting skills. They should have developed business acumen and a fairly broad knowledge of agriculture products.

3. Agribusiness Sales

a. Sales Trainee retail operation; Sales Trainee wholesale company—choose a product line for either.

b. Candidate should have an outgoing personality, a strong desire to meet and work with the public, some type of sales experience (anything from selling candy bars to a sales internship to a full-time sales position) and some knowledge of product line.

4. Crop Production

a. Farm/Ranch Assistant; Food Production; Assistant; Food Research Technician; Corporate Farm Assistant domestic or international.

b. Candidate should be able to operate farm equipment and have knowledge of tillage, planting, cultivating, inspecting and harvesting for a broad operation of agronomic crops.

5. Dairy Production

a. Herds Person; Milker; A.I. Technician; Commercial Dairy Processor, i.e., Laborer, Quality Control Technician, Truck Driver.

b. Candidate should have firsthand knowledge of dairy cattle operations and animal science.

6. Livestock Production

a. Herds Person; Production Assistant; Assistant Feedlots Manager; Vet Assistant.

b. Candidate should pick a species and present his or her knowledge of species picked and animal science background.

7. Forestry and Natural Resources

a. Forest Resource Technician; State/National Park Superintendent; Wildlife Technician; Lab Technician; Surveying Technician; Wastewater Treatment Plant Technician; Land Conservation Technician.

b. Candidates should have knowledge of the following natural resource areas: wildlife management, soil and water conservation, surveying, forestry management, outdoor recreation management.

8. Fruit and Vegetable Production

a. Orchard Assistant; Nursery Assistant; Greenhouse Grower; Field Production Assistant; Equipment Operation; Cannery/Processor Management Trainee.

b. Candidate should have knowledge of specific fruit or vegetable crops and have been involved in their production.

9. Landscaping and Nursery

a. Production Worker; Land/CAD Operator; Design Assistant; Nursery Person; Propagation; Greenhouse Assistant; Retail or Wholesale Nursery Assistant.

b. Candidates should have both residential and commercial landscaping techniques and be able to work with wood, masonry, electrical and irritation systems. Nursery workers should possess knowledge of exterior and interior plants, how to produce them and what their end uses are.

10. Floriculture

a. Greenhouse Assistant; Floral Designer; Production for seeds or for fresh-cut flowers; Retail Sales; Wholesale Sales.

b. Candidates should have training or experience dealing with flowers and their uses.

11. Fertilizer/Ag Chemicals

a. Retail Operations; Floater Driver; Maintenance Person; Assistant Retail Plant Manager; Research Technician; Agronomist.

b. Candidate should be able to work long and physical hours, have math skills, heavy equipment skills, communicative skills and general agronomic knowledge.

12. Feed/Animal Health

a. Retail Feed Mill Operation; Vet Assistant; Commercial Manufacturer; Livestock Research Technician.

b. Candidate should know livestock nutritional and pharmaceutical needs; able to operate heavy and/or sophisticated equipment.

Candidate # _____

AGRA PLACEMENTS, LTD.—CAREER EVALUATION PROFILE

PERSONAL INFORMATION

NAME	(LAST)	(FIRST)	(MIDDLE)		TODAY'S DATE
Present Address	(STREET)	(CITY)	(STATE)	(ZIP)	(AREA CODE & PHONE NO.)
Alternate Contact	(STREET)	(CITY)	(STATE)	(ZIP)	(AREA CODE & PHONE NO.)

Length of time this address: _____ years

Have you ever worked for a company under a different name? Yes ___ No ___
Is any additional information relating to change of name, use of assumed name, or nickname necessary to enable a check on your work record? Yes ___ No ___ If yes, explain _____

Driver's License: Yes_____ No_____
CDL License: Yes_____ No_____

Are you a citizen of the United States? Yes ___ No ___
If not a citizen of the U.S., are you authorized to work in U.S.? Yes ___ No ___

Are you 18 years of age or older? Yes ___ No ___

Have you ever been convicted of a criminal offense other than minor traffic violations? Yes ___ No ___
If yes, explain fully _____

If required by employer are you willing to take a physical and/or drug test? Yes____ No_____

In the event a position requires X amount of extensive daily/overnight travel, would you be able to meet this requirement? Yes ___ No ___
Willing to travel 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ nights per week

Are you willing to relocate to accept a position? Yes ___ No ___ When _____

Geographic preference: 1. _____ 2. _____ 3. _____

Would you accept foreign assignment? Yes ___ No ___ Where _____

What languages do you speak and write fluently? _____

List agribusiness organizations you belong to: _____
_____ Offices held: _____

BUSINESS REFERENCES

Name	Address	Phone	Years Known	Occupation

COMPANIES INTERVIEWED/CONTACTED

Company	Address	Manager	Position	Date

EDUCATION

Type of School	Name & Address of School	Degree—BS, MS, PhD	Major Field	Years Attended	Graduated	GPA
High School						
College/University						
College/University						
Graduate School						
Technical/Service/ Business School						

Academic honors won: _____

% college expenses earned: _____ Work experience in college: _____

Can you operate a computer? Yes ___ No ___ Describe knowledge of computers: _____

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How soon would you like to make a change? _____

How long have you been considering this move? _____

When are you available for interviews? _____

Type of position desired: 1. _____ 2. _____ 3. _____

Starting salary expected: $ _____ Minimum acceptable $ _____ What are your three major strong points? (list below)

1. _____ 2. _____ 3. _____

What are your three major weaknesses? 1. _____ 2. _____ 3. _____

What do you feel you are missing that could help you reach your goals? _____

_____

List professional licenses you hold (CPA, RST, etc.) _____

EMPLOYMENT HISTORY

WORK HISTORY	PRESENT OR LAST POSITION	NEXT TO LAST POSITION	SECOND TO LAST POSITION
DATES EMPLOYED	FROM TO	FROM TO	FROM TO
COMPANY NAME			
COMPANY ADDRESS			
NAME & TITLE OF SUPERVISOR			
PHONE NUMBERS CO. & SUPERVISOR	COMPANY'S NO. / SUPERVISOR'S NO.	COMPANY'S NO. / SUPERVISOR'S NO.	COMPANY'S NO. / SUPERVISOR'S NO.
BASE YEARLY EARNINGS	START $ / NOW $ / SALARY ☐ DRAW ☐ COMM ☐	START $ / END $ / SALARY ☐ DRAW ☐ COMM ☐	START $ / END $ / SALARY ☐ DRAW ☐ COMM ☐
ADDITIONAL YEARLY EARNINGS	YEARLY AVERAGE $ / COMM ☐ BONUS ☐	YEARLY AVERAGE $ / COMM ☐ BONUS ☐	YEARLY AVERAGE $ / COMM ☐ BONUS ☐
TOTAL ANNUAL EARNINGS	$ / MAY WE CHECK REFERENCES? YES ☐ NO ☐	$ / MAY WE CHECK REFERENCES? YES ☐ NO ☐	$ / MAY WE CHECK REFERENCES? ☐ YES ☐ NO
COMPANY CAR EXPENSES NIGHTS AWAY	CO. CAR YES ☐ NO ☐ EXPENSES YES ☐ NO ☐ / NIGHTS AWAY PER WEEK	CO. CAR YES ☐ NO ☐ EXPENSES YES ☐ NO ☐ / NIGHTS AWAY PER WEEK	CO. CAR YES ☐ NO ☐ EXPENSES YES ☐ NO ☐ / NIGHTS AWAY PER WEEK
YOUR TITLE			
JOB RESPONSIBILITIES			
YOUR JOB ACCOMPLISHMENTS			
PRODUCTS INVOLVED	1 / 2	1 / 2	1 / 2
GEOGRAPHICAL AREA OF RESPONSIBILITY	1 / 2	1 / 2	1 / 2
LIST YOUR MAIN COMPETITORS	1 / 2	1 / 2	1 / 2
HONORS AND AWARDS WON	1 / 2	1 / 2	1 / 2
REASON FOR LEAVING COMPANY	1 / 2	1 / 2	1 / 2

What is your greatest achievement (school/work)? _____

_____

_____

I hereby swear that the above information is correct.

Date _____ 19 _____ Candidate's Signature _____

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SPEAKERS FOR AGRICULTURE

PAS Prepared Speakers for Agriculture Award Program

Sponsored by the National FFA Alumni Association

The Prepared Speakers for Agriculture Award Program is designed to develop leadership ability by providing an opportunity for members to take part in an agricultural speaking activity at the local, state and national levels.

General Plan

Each state association may enter one active member who shall have been certified by the state. States must submit winners' names by **February 28.**
NOTE: The national winner may not compete again.

Awards

Participants:	Certificates
First Place:	$100 plus plaque
Second Place:	$50 plus plaque
Third Place:	$25 plus plaque

Manuscript

Contestants must submit four copies of their manuscript to the contest chairperson by the time stated in the conference invitation. The manuscript must be the work of the contestant, and the certification form must accompany the manuscript. The manuscript must include a title page, statement of purpose and the body footnoted to the bibliography. The following statement should appear as part of the title page:

"I hereby certify that this manuscript is the work of _____ (student name)."
Signed by: the student and the advisor

Thank-You Letters

A general thank-you letter to the sponsor must be written and turned in with the manuscript. Thank-you letters will be written to the contest judges after the contest and turned in to the coordinator that day before awards are determined.

Thank the judges for their time in providing this experience and mention any other favorable comments about the contest and conference.

The names and addresses of judges will be provided. It is recommended that thank-you letters be written on local or state PAS stationery. Therefore, participants must provide their own paper, pen and envelope.

Subject

Contestants are to select a topic relevant to the business or occupation for which they are preparing. These may include: ag chemicals and fertilizers; agri-marketing; animal health; beef production; corn production; dairy production; farm equipment mechanics; farm and ranch management; floriculture; food technology; forestry; fruit and vegetable production; horse production; livestock feed and supply; ornamental horticulture and landscaping; soybean production; specialized agriculture; specialized ag mechanization; specialized animal production (sheep, poultry, etc.); specialized crop production (oat, wheat, cotton, tobacco, forage, etc.); swine production.

Time Limits

Each speech will be a minimum of five minutes and a maximum of eight minutes in length. A 10-point penalty will be assessed for each minute or major fraction thereof under or over the time limit. Each contestant will be allowed five minutes additional time to answer questions from the judges. The timekeeper will stop questioning when the five-minute mark is reached.

Procedures

1. Contestants will draw for the order of appearance. If the participant does not meet his/her assigned time, the contestant forfeits participation unless previously arranged with the contest coordinator.

2. The award area chairperson shall introduce each speaker by name and title of the speech.

3. Note cards may be used. However, points will be deducted if the use of notes detracts from the speech's effectiveness. Props or visual aids will not be allowed.

4. Competent and impartial persons will be selected to judge the contest. At least two judges shall have an agricultural background. Prior to the contest each judge shall be furnished with one copy of the manuscript of each speech. The judges will score each contestant using the rating sheet and comment sheet provided.

5. Each judge shall ask questions of the contestant. Questions shall relate directly to the speaker's subject. The full five minutes for questions should be used.

6. When all contestants have finished speaking, each judge will total the score on the delivery and questions. The timekeeper's record will be used to compute the final score. Each judge shall then rank all contestants. The winner shall be the contestant with the lowest total numerical rank by the judges.

7. Should more than 20 contestants participate, it is recommended that the contest be divided into two sections. Contestants will draw to determine the section in which they will appear. Three additional judges and one timekeeper will be required. Each section will select the top three contestants to appear in the finals, where all six judges will select the

overall winner. Appropriate awards will be presented to the top three contestants.

8. Observers are welcome and encouraged to attend these sessions and listen to the speakers.

Entry Forms

Entry forms will be mailed to all state leaders early in the year.

Coordinator

The name of the coordinator is listed in Section 1 of this *Handbook*.

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

Judge's Rating Sheet

PAS Prepared Speakers for Agriculture Contest

Name of Contestant _____

State _____

Each judge will circle the appropriate number of points for each contestant in each category.

	Excellent	Very Good	Good	Fair	Poor
Appearance	10	8	6	4	2
Voice Pitch, tempo, volume, enthusiasm	15	12	9	6	3
Mechanics Diction, grammar, pronunciation	20	16	12	8	4
Platform Presence Gestures, poise, eye contact, mannerisms	15	12	9	6	3
Effectiveness Interesting, understandable, convincing	20	16	12	8	4
Response to Questions Knowledge of subject	30	24	18	12	6
Organization Logical, suitable to topic, coherent	15	12	9	6	3
Content Introduction, fulfillment of purpose, closing	20	16	12	8	4
Manuscript Format, neatness, bibliography	15	12	9	6	3

JUDGE'S COMMENTS:

Points _____

Less Penalty Points _____

Total Points _____

SPEAKERS FOR AGRICULTURE

PAS Impromptu Speakers for Agriculture Award Program

Sponsored by the National FFA Alumni Association

The Impromptu Speakers for Agriculture Award Program is designed to develop leadership ability by providing an opportunity for members to take part in an agricultural speaking activity at the local, state and national levels.

General Plan

Each state association may enter one active member who shall have been certified by the state. States must submit winners' names by **February 28.**
NOTE: The national winner may not compete again.

Awards

Participants:	Certificate
First Place:	$100 plus plaque
Second Place:	$50 plus plaque
Third Place:	$25 plus plaque

Subject

The contestant will choose one of the following areas:

a. Agricultural Power and Machinery
b. Animal Production
c. Crop Production
d. Forestry and Natural Resources
e. Horticulture
f. Agribusiness
g. Specialized Agriculture (subjects that do not fit into areas a-f; i.e., agricultural education)

A timely topic will be selected as it applies to each subject area.

Preparation

Preparation time will be 15 minutes. The starting time for preparation will be staggered to correspond with the order of appearance before the judges. Contestants will draw for their order of appearance.

The use of reference materials will be prohibited. The contestants will be free to develop the topic to the best of their ability. Notes may be used during the speech presentation. Participants will provide their own note cards.

Time Limits

Each speech will be a minimum of three minutes and a maximum of five minutes in length. A ten-point penalty will be assessed for each minute or major fraction thereof under or over the time limit. The timekeeper will indicate to the contestant when the three-minute mark has been reached.

Each contestant will be allowed five minutes additional time to answer questions from the judges. The timekeeper will stop questioning when the five-minute mark is reached.

Contest Procedures

1. Contestants will draw for the order of speaking. If the participant does not meet at his/her assigned time the contestant forfeits participation, unless previously arranged with the contest coordinator.

2. The award area chairperson shall introduce each speaker by name.

3. Note cards may be used. However, points will be deducted if the use of notes detracts from the speech's effectiveness.

4. Competent and impartial persons will be selected to judge the contest. At least two of the judges shall have an agricultural background. The judges will score each contestant using the rating sheet and comment sheet provided.

5. Each judge shall ask questions of the contestant. Questions shall relate directly to the speaker's subject. The full five minutes for questions should be used.

6. When all contestants have finished speaking, each judge will total the score on delivery and questions. The timekeeper's record will be used to compute the final score. Each judge shall then rank all contestants. The winner shall be the contestant with the lowest total numerical rank by the judges.

7. Should more than 20 contestants participate, it is recommended that the contest be divided into two sections. Contestants will draw to determine the section in which they will appear. Three additional judges and one timekeeper will be required. Each section will select the top three contestants to appear in the finals, where all six judges will select the overall winner. Appropriate awards will be presented to the top three contestants.

Thank-You Letters

A general thank-you letter to the sponsor must be written and turned in when registering for the contest. Thank-you letters will be written to the contest judges after the contest and turned in to the coordinator that day before awards are determined. Thank the judges for their time in providing this experience and mention any other favorable comments about the contest and conference.

The names and addresses of judges will be provided. It is recommended that thank-you letters be written on local or state PAS stationery. Therefore, participants must provide their own paper, pen and envelope.

Entry Forms

Entry forms will be mailed to all state leaders early in the year.

Coordinator

The name of the coordinator is listed in Section 1 of this *Handbook*.

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

Judge's Rating Sheet

PAS Impromptu Speakers for Agriculture Contest

Name of Contestant _____

State _____

Each judge will circle the appropriate number of points for each contestant in each category.

	Excellent	Very Good	Good	Fair	Poor
Appearance	10	8	6	4	2
Voice Pitch, tempo, volume, enthusiasm	15	12	9	6	3
Mechanics Diction, grammar, pronunciation	20	16	12	8	4
Platform Presence Gestures, poise, eye contact, mannerisms	15	12	9	6	3
Effectiveness Interesting, understandable, convincing	20	16	12	8	4
Response to Questions Knowledge of subject	15	12	9	6	3
Organization Logical, suitable to topic, coherent	30	24	18	12	6
Content Introduction, fulfillment of purpose, closing	20	16	12	8	4

JUDGE'S COMMENTS:

Points _____

Less Penalty Points _____

Total Points _____

DAIRY SPECIALIST AWARD PROGRAM

Sponsored by 21st Century Genetics

The Dairy Specialist Award Program is designed to evaluate each contestant on all phases of dairy production and management.

Rules and Regulations

1. Each state may enter the following number of teams (based on their membership as of December 1).

1-50 members	2 teams
51-100 members	3 teams
101-150 members	4 teams
151+ members	5 teams

2. Each team must consist of 3 or 4 members. The contestants will compete both individually and as a team. This allows for both team and individual awards.

3. The Dairy Specialist Award Program is divided into three parts, as follows:

Part I—all members of the team will work together to answer test questions on all phases of dairy production and management.

Part II—all members of the team will work together to solve a problem or problems based on a dairy operation situation. The team will write down possible causes and solutions. (Example: Herd has poor conception rate.)

Part III—each team member will work individually to answer test questions on all phases of dairy production and management.

4. The total team score will be determined by adding the following:

Part I—team test score—maximum 50 points
Part II—team problem-solving score—maximum 50 points
Part III—average of top three individual test scores—maximum 150 points

Total—250 points

5. In the event of a tie in either team or individual scores, three question will be identified in advance as tie breakers.

6. The contest will be divided into the following five areas:

Genetics and the Breeding Program: Estrus cycle, artificial insemination, proper mating of sire and dam, and sire and dam selection.

Nutrition and Ration Balancing: Anatomy, physiology and digestive tract, selection of ingredients, ration balancing and analysis of homegrown feeds.

Health: General health, sanitation, diseases and parasites symptoms, prevention and treatment.

Building and Equipment: General housing principles, requirements, ventilation, feed and manure handling, milking equipment, equipment in the barn and milk room, biosynthesis of milk and milking procedures.

Management: Cash flows, DHIA records, farm business analysis information, economics, dairy products, marketing, and other management topics.

7. The following will be provided: The nutritional information sheet, the 21st Century Genetics Holstein Sire Directory, host state's DHIA computer printout, scratch paper and pencils.

8. Student will provide: Calculator. No other materials may be brought into the contest.

9. Every possible attempt will be made to avoid regional bias in the questions.

10. Questions will vary and may include written questions, problem solving, viewing slides, actual equipment, etc.

Awards

- First Place Team: 1 team plaque, $400 for team, gold medallion for each individual.
- Second Place Team: 1 team plaque, $200 for team, silver medallion for each individual.
- Third Place Team: 1 team plaque, $100 for team, bronze medallion for each individual.
- First Place Individual: $100
- Top Ten Individuals: Gold Medallion

Coordinator

The name of the coordinator is listed in Section 1 of this *Handbook*.

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

COLLEGE BOWL AWARD PROGRAM

A Special Project Sponsored by Deere & Company

The College Bowl is designed to test knowledge of agricultural students against the clock. The contest allows students to develop self-confidence related to knowledge gained through studying at a postsecondary agriculture institution.

Registration

Team registrations due to the Executive Director by **February 28.** Individual team member registration will occur at the conference.

Goals

The award program is designed to:

- develop self-confidence, leadership and management abilities in agriculture/agribusiness and natural resources.
- encourage cooperation among students in various curricular areas.
- provide recognition for outstanding scholastic accomplishments of PAS members.
- encourage cooperation between education and industry.
- strengthen the PAS organization by encouraging active participation.

Rules and Regulations

1. Each state may enter the following number of teams (based on their membership as of December 1).

1-100 members	2 teams
101-150 members	3 teams
151+ members	4 teams

Teams will be made up of five contestants each. Teams may be comprised of students representing one or more colleges/institutions within a state. It would be to the team's advantage to have each team member represent a specific discipline area.

2. Teams will compete in a series of head-to-head competitions in which points are earned by correctly answering questions about:

- Crops/Soils
- Ag Business/Farm Management
- Horticulture/Natural Resources
- Ag Mechanics
- Animal Science
- PAS & Current Agricultural Events
- Food Science/Nutrition

3. The contest will be a double-elimination tournament. Pairings will be made by a random drawing. Byes will be used only when necessary.

4. All rounds of competition will consist of 10 minutes or 21 questions (7 Bonus and 14 Toss-up). If time is called during the reading of a toss-up question, the question will be completed. If a bonus question remains, the toss-up team correctly answering the question will be eligible to answer the bonus question.

5. In preliminary rounds, practice questions will be read and answered before the match begins.

6. All rounds will be closed to the public except for the championship round. New questions will be used in the championship round.

7. Once the clock has started, it will be stopped only for discussion on procedure or a contested answer. The question being asked at the end of each half will be completed, even though time has expired.

8. In cases of procedural controversy, the decision of the award program coordinator will be final.

9. Toss-up questions may be answered by any individual member of either team without conferring with teammates. Toss-up questions will be in the form of multiple choice or fill-in-the-blank. An electronic board will be provided for each competing team, and the student who first presses the button will be allowed to initiate the answer to the question within five seconds. The answer is to be completed within 15 seconds of initiation.

If a contestant signals before a question is completely read, the moderator will stop immediately and recognize the contestant. If the answer is incorrect, the question will be reread for the other team. If no contestant signals within the five-second period, the moderator will give the answer and go on to the next question. No team member will be able to ask for a question to be repeated. If the answer is correct, the team will earn 10 points.

10. Bonus questions (one per category) will be available in each round. When a team wins a toss-up question(s), it will be randomly assigned a bonus question. It may choose any bonus question; however, there will be only one bonus question available per category per round.

Bonus questions will be worth 12 points and will consist of subparts. Teams will have 30 seconds to initiate the answer to the bonus question and 15 additional seconds to complete the answer. Teams will be awarded full or partial credit depending on the accuracy of their answers. Teams may request clarification of bonus questions within their 30-second time period.

The opposing team may *not* respond to incorrect bonus questions. Programmable calculators and crib sheets may not be used for bonus questions.

11. If a tie score occurs at the end of a match, a toss-up question will be asked. The first team to signal will be allowed five seconds to answer.

If the question is answered correctly, that team will win. If the question is answered incorrectly, the question may be answered by the other team. In the event of an incorrect answer, the above procedure will be repeated until a winner is decided.

Awards

- First Place Team: $100 per member plus Commemorative Bowl
- Second Place Team: $50 per member plus Commemorative Bowl
- Third Place Team: $25 per member plus Commemorative Bowl

Coordinator

The name of the coordinator is listed in Section 1 of this *Handbook*.

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

CROPS SPECIALIST AWARD PROGRAM

Sponsored by J. R. Simplot Company & Zeneca Ag Products

Soil and Crop Products Division

Goals

The Crops Specialist Award Program is designed to:

- encourage the development of specialists opportunities.
- provide incentives to develop and improve curricular and instructional techniques.
- evaluate participant and program efficiency.
- recognize individual accomplishments and educational curriculum in the crop production industry.
- encourage cooperation between education and industry.
- strengthen the PAS organization by encouraging active participation.

Procedures

1. The objective of this awards program is to evaluate the proficiency level of Crops Specialists in the following ways:
   a. Written Examination
   b. Identification
   c. Problem Solving

2. Subject Matter Areas:
   a. Soils
   b. Botany
   c. Fertilizer
   d. Pesticides
   e. Crop Marketing
   f. Crop Identification (field, forage)
   g. Pest Identification (insect, weeds)
   h. Crop Management (use of soil/tissue reports, pesticide labels, general knowledge). Assume that you are the crop consultant hired to make recommendations to the grower.

3. Award program time schedule will be based on following schedule:

a. Written Examination	30%
b. Identification	15%
c. Problem Solving	55%

The total award program lasts three hours.

4. Each participant will be evaluated on performance in each of the three activity areas:

a. Written Examination	100 pts. (Individual)
b. Identification	50 pts. (Individual)
c. Problem Solving (3 problems)	150 pts. (Team)
TOTAL	300 pts.

Team standing will be based on the total points earned by each of the two participants, or 600 points.

Rules and Regulations

1. Each state may enter the following number of teams (based on their membership as of December 1).

1-50 members	2 teams
51-100 members	3 teams
101-150 members	4 teams
151+ members	5 teams

2. Each team must consist of two members. The participants will compete both individually and as a team.

3. In the event of a tie in either team or individual scores, three questions will be identified in advance as tie breakers.

4. Participants will provide calculator, No. 2 pencil and erasers.

Awards

- First Place Team: team plaque, medallion, $300
- Second Place Team: team plaque, medallion, $200
- Third Place Team: team plaque, medallion, $100
- High Individual: plaque, medallion, $100

Coordinator

The name of the coordinator is listed in Section 1 of this *Handbook*.

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

LIVESTOCK SPECIALIST AWARD PROGRAM

Sponsored by Pfizer, Inc.

Goals

The Livestock Specialist Award Program is designed to:

- promote the education of safe red meat production.
- recognize students who display a high level of knowledge in all phases of livestock production.
- increase the problem-solving skills of students.
- promote leadership, education, communication skills, and an in-depth awareness of current industry challenges and issues.
- encourage cooperation between education and industry.
- strengthen the PAS organization by encouraging active participation.

Rules and Regulations

1. To be eligible for awards a team shall consist of the following:

Award Area	Minimum	Maximum
Overall	3	4
Swine	2	4
Beef	2	4
Sheep	2	4

2. The contest will be divided into three events, as follows:
   a. Individual Written Test
   b. Team Problem-Solving Event
   c. Impromptu Team Presentation dealing with a current issue, with emphasis placed on consumer-related issues

3. Prior to the contest each team will select which species they will use for the problem solving and current issue presentations.

4. Each state will be allowed one team per species for a total of three teams.

5. There will be a maximum of 20 teams per species.

6. If there are fewer than 20 teams per species, states may be allowed to enter more than one team up to the maximum of 20 total teams. The allocation of extra teams will be based on membership as of December 1.

Team Scoring

Overall Team Award (all 3 species)

Written Test	450 points – 3 high scores
Problem Solving	100 points
Current Issues	100 points
	650 total points possible

Species Awards

Written Test	240 points – 2 high scores
Problem Solving	100 points
Current Issues	100 points
	440 total points possible

Individual Scoring

Overall Award (all 3 species)

Written Test	150 points
Problem Solving	1/3 of team score (maximum = 33-1/3 points)
Current Issues	1/3 of team score (maximum = 33-1/3 points)
	216-2/3 total points possible

Species Award

Written Test	120 points
Problem Solving	1/3 of team score (maximum = 33-1/3 points)
Current Issues	1/3 of team score (maximum = 33-1/3 points)
	186-2/3 total points possible

Awards

To be eligible for team or individual species awards, the problem solving and current issues presentations have to be for that particular species.

Overall

• First Place Team:	traveling trophy
• First, Second and Third Place Individuals	plaque

Each Species

• First Place Team:	plaque
• First, Second, and Third Place Individuals	plaque

Monetary awards will be as follows ***(based on securing industry sponsorship):***

1. Team Awards	Overall	Beef	Swine	Sheep
First	$250	$150	$150	$150
Second	$200	$100	$100	$100
Third	$150	$ 50	$ 50	$ 50
2. Individual Awards				
First	$250	$150	$150	$150
Second	$200	$100	$100	$100
Third	$150	$ 50	$ 50	$ 50

Written Test

1. Shall be 100–150 questions.

2. Each team member will take the test individually.

3. The questions will cover the following areas for swine, beef and sheep:
- Marketing/Consumerism
- Buildings/Equipment
- Health
- Nutrition
- Breeding/Selection/Genetics
- Miscellaneous

The questions will be multiple choice. Audiovisuals, problems and actual equipment may be used to enhance the question. The questions will be weighted to attain the correct number of points for team and individual species scores.

Problem Solving

Each team will work on the same problem for their selected species (swine, beef or sheep). A practical situation concerning the selected species will be given to each team. The team will have 30 minutes to work together to solve the problem and make their presentation to the judges. An oral/written presentation will not exceed five minutes, with up to an additional five minutes of questioning by the judges.

Current Issues

The two- to four-member team will make a four- to six-minute presentation to the judges on a current issue for their selected species. The topic within each species will be the same for all teams. Information on this topic will be given to each team, and they will have 30 minutes to prepare these presentations. Topics will emphasize consumer-related issues. (Flip charts/poster paper and markers will be available to contestants.)

Current Issue Score Card

	Points Possible	Points Awarded
1. Content (Did the presentation contain substance and was information accurate?)	20	_____
2. Format		
a. Introduction	10	_____
b. Body	10	_____
c. Conclusion	10	_____
d. Subject matter (Presented in a logical manner?)	5	_____
3. Response to questions	10	_____
4. All team members participated	10	_____
5. Correct grammar	5	_____
6. Professionalism	10	_____
7. Personal appearance	10	_____
Total	100	_____

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

ORNAMENTAL HORTICULTURE SPECIALIST AWARD PROGRAM

Goals

The Ornamental Horticulture Specialist Award Program is designed to:

- encourage the development of specialist opportunities in Landscape Design, Floriculture and Nursery Development.
- provide incentives to develop and improve curricular and instructional techniques.
- evaluate participant and program efficiency.
- recognize individual accomplishments and educational curriculum in the ornamental horticulture industry.
- encourage cooperation between education and industry.
- strengthen the PAS organization by encouraging active participation.

Rule and Regulations

1. Each state may enter the following number of teams (based on their membership as of December 1).

1-50 members	2 teams
51-100 members	3 teams
101-150 members	4 teams
151+ members	5 teams

2. Each team consists of two members. The participants will compete both individually and as a team.

3. In the event of a tie in either team or individual scores, three questions will be identified in advance for use as tie breakers.

4. Participants will provide their own #2 pencils.

Procedures

1. The objective is to evaluate the proficiency level of Ornamental Horticulture Specialists in the following ways:

a. Written Examination
- Soils
- Botany
- Fertilizer
- Pesticides
- Design
- Business Management

b. Plant Identification

c. Problem Solving—Landscape Design or Floral Design (team chooses)

2. Time Schedule is as follows:

a. Written Exam	54 minutes
b. Plant Identification	54 minutes
c. Problem Solving	72 minutes
	180 minutes (3 hours)

3. Individual Scoring

a. Written Exam	100 points
b. Plant Identification	100 points
c. Problem Solving	1/2 of team score (maximum = 200 points)
	300 points possible

4. Team Scoring

a. Written Exam	200 points
b. Plant Identification	200 points
c. Problem Solving	400 points
	800 points possible

Awards

- High Individual: Plaque & Gold Medallion, $200
- First Place Team: 2 Plaques, $400
- Second Place Team: 2 Plaques, $300
- Third Place Team: 2 Plaques, $200

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

Insert divider sheet for Section 3.

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AGRICULTURAL MACHINERY SERVICE TECHNICIAN AWARD PROGRAM

A special project sponsored by Deere & Company

Goals

The Agricultural Machinery Service Technician Awards Program is designed to:

- encourage the development of Agricultural Service Technicians' opportunities.
- provide incentives to develop and improve curricular and instructional techniques.
- evaluate participant and program efficiency.
- recognize individual accomplishments and educational cur riculum in Agricultural Service Technician programs.
- encourage cooperation between education and industry.
- strengthen the PAS organization by encouraging active participation.

Procedures

1. The objective of this awards project is to evaluate the proficiency level of Agricultural Machinery Service Technicians in the following ways:

   a. Written Examination
   b. Diagnostics and Repair
   c. Calibration and Adjustment
   d. Identification

2. Subject Matter Areas:

   a. Agricultural Power Systems shall include:

      1. Hydraulics
      2. Power Trains
      3. Engine
      4. Air Conditioning
      5. Electrical
      6. Accessories

   Electrical is to be divided into charging, cranking, monitoring, lighting and accessory systems.

   b. Agricultural Machinery Components shall include:

      1. Bearings
      2. Belts and Sheaves
      3. Chains and Sprockets
      4. Drive Systems
      5. Conveying Systems
      6. Hydraulic Controls
      7. Calibration

3. Award Program time schedule will be based on the following:

a. Written Examination	25%
b. Diagnostic and Repair	50%
c. Calibration and Adjustment	12%
d. Identification	13%

The total contest time is four hours. Approximately 90 percent of this time will be used for evaluation and 10 percent for moving between areas and instruction.

4. Each participant will be evaluated on performance at each of the four activity areas:

a. Written Examination	100 points
b. Diagnostic and Repair	200 points
c. Calibration and Adjustment	50 points
d. Identification	50 points

e. Participants will have points deducted for unsafe or careless practices, as deemed necessary by the contest judges. Participants may be disqualified from the contest for these reasons.

TOTAL 400 points

Team standing will be based on the total points earned by each of the two participants, up to 800 points.

Subject Matter Areas

1. The following descriptions will serve as a guide as to the expectations from each contest evaluation area:

a. **Written Examination** shall involve 100 four-answer multiple-choice questions with approximately 75 in agricultural power systems and 25 in agricultural machinery.

b. **Diagnostic and Repair** shall consist of troubleshooting, analyzing and repairing problems associated with the operation of agricultural equipment (power systems and machinery). Emphasis shall be placed on the use of technical manuals and microfiche, and proper use of tools, testing instruments and measuring devices.

c. **Calibration and Adjustment** shall consist of technical data (manuals and microfiche) to correctly match equipment and performance to a given set of circumstances.

d. **Identification** shall consist of the identification, use, application, type, name of parts, tools, and/or components related to agricultural power systems and machinery.

2. **Parts, tools and components** related to agricultural power systems and machinery will be utilized in contestant evaluation. Each participant should be familiar with and proficient in the use of the technician's hand tools and any equipment described or listed in the John Deere F.O.S. manuals.

Components within each of the categories listed above should be understood and the service procedures demonstrable. Systems components and parts to be tested will include hydraulics, electrical power trains, air conditioning, engines and agricultural machinery.

Knowledge & Skills Required

The following is a list of examples of the functional knowledge, skills and diagnostic abilities required of participants in the Agricultural Machinery Service Technician Award Program.

1. Electrical
   a. Trace circuit from an electrical diagram.
   b. Diagnose and repair starting, charging, lighting and accessory circuits and components using proper procedures and equipment.

2. Hydraulics
   a. Trace hydraulics flow through circuits using A.N.S.I. symbols.
   b. Diagnose and repair component problems associated with open and closed-center hydraulic systems.

3. Power Trains
   a. Diagnose, service and repair problems in the following components of a manual transmission drive train: clutches, manual transmissions, drive shafts, differential and final drives.
   b. Diagnose, service and repair problems in the following components in the hydraulically shifted transmission and hydrostatic transmission: torque converters, clutch packs, hydraulic control circuit, drive shafts, differential and final drives.
   c. Diagnose, service and repair power take-off units.
   d. Diagnose, service and repair other systems such as brakes and limited slip differentials.

4. Engines
   a. Diagnose, service and repair problems in the following engine systems: cooling, lubrication, fuel, ignition, intake, exhaust and governing systems for gasoline and diesel engines.

5. Air Conditioning
   a. Diagnose, service and repair problems in circuits and components of air conditioning systems.

6. Agricultural Machinery
   a. Diagnose, service and repair common agricultural machinery system components found throughout the country including: cutting, feeding, conveying, tilling, planting, fertilizing, spraying, seeding and harvesting.

7. Safety
   a. Participants must practice safe shop procedures during all phases of the award program.

Participant Personal Equipment

Each participant will be responsible for all personal safety equipment including:

1. Industrial-Quality Eye Protection.
No participant will be allowed to participate in the performance skills events without "eye protection devices" (spectacles or goggles) that meet the standards of the American National Standard Practice for Occupational and Education Eye and Face Protection, Z87.1-1979 (or 87.1-1968) and any subsequent revisions thereof, approved by the American National Standards Institute, Inc. Industrial-quality eye protection lenses and frames conforming to the new standard will be marked with either the manufacturer's logo and/or Z87 logo.

2. The description of style A, B and C industrial-quality eye protection is as follows:

Style A Safety spectacles do not have side shields. They are for limited hazard use requiring only frontal protection. Adding accessory side shields which are not firmly secured does not upgrade style A to style C or B.

Style B Safety spectacles will have wire-mesh, perforated plastic or nonperforated side shields. The side shields shall be tapered with an anatomical periphery extending at least halfway around the circumference of the lens frames.

Style C Safety spectacles will have semi or flat fold side shields firmly secured to the frame.

Industrial-quality eye protection for those not wearing prescription glasses shall be the style "B." Protection level for those wearing style "A" or prescription industrial-quality glasses must be improved to "B" classification by wearing additional goggles.

Those wearing prescription eye wear which is not industrial quality must also wear goggles while performing in the contest skill areas.

3. Clothing.
If the participant wears a coverall, shopcoat or uniform, it must be free from all logos, names, school insignia and any other identifying symbols. **Leather work shoes must be worn during the contest, steel-toed footwear is strongly recommended.**

4. Tools and equipment.
All tools and equipment will be furnished. Participants must

use the tools and equipment furnished at the contest site for all evaluation areas.

5. Written materials.
All written materials will be furnished for the contest. Participants should provide clipboards and sharpened pencils. Electronic calculators are recommended.

General Rules for Participants, Teams and Award Program Operation

1. Contest eligibility shall be restricted to:
a. PAS institutions and members in good standing.
b. Currently full-time enrolled students in a postsecondary institution.
c. Participants who have not previously competed in the PAS Agricultural Machinery Service Technician Award Program at the national level.

2. Each team shall consist of two participants from the same local postsecondary institution.
a. Selection of team participants is to be certified by person in charge of the Agricultural Machinery Service Technician Program.
b. Team certification is to be received by the Executive Director of PAS as required by the current *PAS Handbook*.
c. Team participants must be registered prior to the contest starting time. Each participant will then be assigned a designated number and color identification tag.
d. Smoking by participants will not be permitted in the work area at any time.
e. Participants may be disqualified for the following reasons:
1. Failure to follow the instructions of the contest officials.
2. Violation of common safety rules or endangering other participants through carelessness.
3. Carelessness with machinery or tools and equipment, causing damage to equipment.

3. Team certification for the national award program will be determined by the following selection process:
a. The number of teams from each state allowed to participate at the national level is based on the number of teams competing at the state level.

State Participation	National Participation
1-5	1
6-10	2
11-15	3
Over 15	4

b. Each state winner will be eligible for national competition if:
1. a state Agricultural Machinery Service Technician Award competition takes place (see note below),
2. the state competition format was similar to the national competition, and
3. all rules, regulations, certifications and requirements of PAS and the National Agricultural Machinery Service Technician Award Program are met.

NOTE: States with fewer than two postsecondary Agricultural Machinery Service Technician Programs may be eligible if they hold competition.

c. The hands-on portion of the awards program will be limited to 24 teams at the national level.
d. Team selection shall be made as follows:
1. State first-place teams will automatically participate in the awards program.
2. The remaining openings will be filled in the following manner:
a. The written test will be given before the hands-on section of the program. If there are openings in the 24-team field, teams will be invited to participate in the hands-on section of the program based on team results from the written test from the highestscore to the lowest score.
b. If there are fewer than 24 teams certified, the written test may be given on the same day as the identification, troubleshooting and diagnostic sections of the program.

e. The scores from the written test will be added to the final team scores to determine the final ranking.
f. Team members who take the written test and do not qualify for the hands-on section of the program may participate in future years.

4. Participation and team ties will be broken with the high scores in the following sequence:
a. Written Examination
b. Diagnostic and Repair
c. Calibration and Adjustment
d. Identification
If still tied, cash awards will be split between contestants and duplicate plaques given to each tied individual or team.

5. Alternatives or substitutes will be determined by the following policy:
a. If one member of a state's winning team cannot attend, his or her school may select another currently enrolled

member of the same program as a substitute.

b. If neither member of a state's winning team can attend, the second-place team from that state may represent the state in the national program. It is the responsibility of a local advisor to contact the state PAS official and to make arrangements for the alternate or substitute team to attend.

c. The alternate or substitute will be eligible for the travel stipend to the national conference plus the $100 cash awards for each team member.

6. Team coaches will not be permitted to work at the contest site.

7. No contest materials will be returned to participants or their advisors.

8. Visiting students, parents and other personnel are welcome at the contest site and will be directed on tours after the contest. Each person must wear industrial-quality eye wear. (Accommodations and hospitality rooms for visitors will be provided IF POSSIBLE.)

Awards and Recognitions

State Awards

Participant:	Certificate
State Winner's School:	Certificate

National Awards

Participant: Each team member receives
—Plaque
—$100 cash
—Travel stipend

• High Individual:	Plaque and $500 cash
• First Place Team:	Plaque and $500 (each team member); $1000 cash to school to purchase training aids; plaque to school
• Second Place Team:	Plaque and $300 cash (each team member); $600 cash to school to purchase training aids; plaque to school
• Third Place Team:	Plaque and $200 cash (each team member); $400 cash to school to purchase training aids; plaque to school

Special note: Travel stipends and cash awards are given only in fully sponsored award areas.

Insert divider sheet for Section 4.

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PLANNING FOR PROGRESS PROGRAM

Introduction

PLANNING FOR PROGRESS is a program designed to help postsecondary agricultural students explore occupations, set educational objectives and carry out a plan to meet these objectives.

The CAREER PLANNING part of this program involves a cooperative effort between local schools and local agricultural businesses and industry.

The CAREER PROGRESS portion of the program involves the creation, fulfillment and evaluation of an educational action plan by the individual student.

The PLANNING FOR PROGRESS Program emphasizes leadership, human relations, goal setting and achievement, involving the development of a sound educational process.

There are 28 CAREER PLANNING areas that relate to and will become part of seven CAREER PROGRESS areas. The chart shown on this page relates these associations.

Career Planning	Career Progress
Cereal Crop	**Crop Production**
Feed Grain	
Oil Crop	
Specialized Crop	
Beef	**Animal Production**
Dairy	
Sheep	
Swine	
Specialized Animal	
Crop Protection	**Agribusiness**
Feed and Supply	
Fertilizer	
General Management	
Sales and Service	
Equipment and Parts Retailing	**Agricultural Equipment**
Farm Equipment Mechanics	
Specialized Agricultural Mechanics	
Agricultural Marketing	**Agricultural Management and Marketing**
Farm and Ranch Management	
Floriculture	**Horticulture and Natural Resources**
Forestry	
Fruit and Vegetables	
Turf and Landscape	
Specialized Horticulture/ Natural Resources	
Animal Health	**Agricultural Technology**
Animal Technology	
Plant Technology	
Ag Education	

CAREER PLANNING PROGRAM

The CAREER PLANNING portion of this program involves a cooperative effort between student, educational institution and agricultural businesses and industry.

Using the CAREER PLANNING Occupational Survey Forms, each participant studies agricultural occupations to gain an understanding of the tasks performed by workers and to discover what knowledge is needed to perform these tasks. Increased knowledge, technical skills and leadership/human relation skills required for advancement are emphasized. Based on the interviews, the student will develop his/her individual career and personal goals.

The CAREER PLANNING Awards Program will be held for each of the 28 areas listed on page 4.1.

NOTE: At least one of the four student interviews required must be pertinent to the CAREER PLANNING area in which he/she competes.

CAREER PLANNING Awards

Local
Participant and Local Chapter: Certificates

State
Participant and State Winner: Certificates

National

Participant:	Plaque and $50 travel stipend
National Winner:	Plaque and $50
Award of Merit:	Plaque and $25

NOTE: The CAREER PLANNING Award Application is printed in this Handbook. Computer disks are available for the CAREER PLANNING Application for IBM or Apple computers at a cost of $20 each from the PAS Executive Director (see page 1.1). These disks include a blank application form as well as sample applications from past national winner applications.

General Rules for CAREER PLANNING

1. Applicant must be current dues-paying member of the local, state and national PAS organization.

2. No student shall enter more than one CAREER PLANNING area at the state and national level.

3. Students who are in the first year of their present curriculum are eligible to compete at the national conference. This allows students who have changed curriculum to participate.

4. Selection of winners will be based entirely on the written applications provided by PAS, or a duplicate, and a goals discussion.

5. A local committee will select local winners and forward the application to the appropriate state official.

6. Each state can enter one person at the national level for every four persons or fraction thereof entered at the state level in each CAREER PLANNING area.

7. No student shall enter a CAREER PLANNING and CAREER PROGRESS Award Program in the same year at the state and national conferences.

8. The national winners will be selected from the respective state winners.

9. Portions of the CAREER PLANNING Award Application will become part of the CAREER PROGRESS Program Application.

10. Selection of the local, state and national winners will be based on four occupational survey interviews and a goals discussion.

11. State and national winners will be recognized during the National Conference. National Awards of Merit may also be presented at the judges' discretion.

12. Two copies of the state CAREER PLANNING Award Applications must be submitted to the registration table at the National Conference by the time stated in the conference invitation.

13. State winners must be present at the National Conference to be eligible for national competition and for receiving cash awards. In the event the state winner cannot participate, the state alternate may participate at the National Conference. In this situation the state winner would receive only the state certificate and the alternate would receive the plaque, cash award and national recognition.

14. Each state must inform the Executive Director of the names of all winners (and alternates, if applicable) by **February 28**.

15. All applications shall be on white paper and stapled in upper lefthand corner. Do not put in folder.

CAREER PLANNING Program

_____

Award Area

Judge's Rating Sheet

Applicant's Name _____

College/Institute Name _____

College/Institute Address _____

	Possible Points	Actual Points
I. STUDENT CAREER PLANNING GOALS (application page 2)		
A. Were the student's career goals realistic?	(7)	_____
II. CAREER PLANNING OCCUPATIONAL SURVEY (pages 3-10)		
A. Was at least one of the interviews pertinent to the career goals?	(20)	_____
B. Were the interviews thorough and complete?	(20)	_____
C. Were the responses to how the student could/would gain experience reasonable?	(17)	_____
III. INDIVIDUAL GOALS AND COMPETENCIES (page 11)		
A. Were the individual, specific competency goals logical, based on career objectives and levels of competency for various tasks, etc.?	(20)	_____
IV. PLAN (page 13)		
A. Was the narrative plan logical, organized and well presented?	(8)	_____
B. Was the narrative on leadership skills logical, organized and well presented?	(8)	_____
V. GOALS DISCUSSION		
A. Personal appearance	(15)	_____
B. Response to questions about award-area industry	(35)	_____
C. Response to questions about applicant and application	(35)	_____
D. First impressions and last impressions	(15)	_____
TOTAL POINTS	(200)	_____

CAREER PLANNING PROGRAM

Award Application

This application is made in the area of—

_____

Sponsored by—

_____

Applicant's Name _____

Permanent Address _____
(RR, Box or Street) (Town)

_____ Phone _____
(State) (Zip)

Date Entered Postsecondary Agricultural Training: _____ Date of Graduation: _____

Name of College/Institution: _____ Major Course of Study: _____

Address: _____ Phone Number: _____

WE HAVE EXAMINED THIS APPLICATION AND FIND THE RECORDS TRUE, ACCURATE AND COMPLETE. WE HEREBY PERMIT FOR PUBLICITY PURPOSES THE USE OF ANY INFORMATION INCLUDED IN THIS APPLICATION WITH THE EXCEPTION OF THE FOLLOWING: GRADE POINT AVERAGE, FINANCIAL DATA OF A CONFIDENTIAL MATTER, _____ (OTHER INFORMATION YOU WISH TO HAVE WITHHELD).

_____ _____
Applicant Chapter Advisor

_____
PAS State Leader

CAREER PLANNING GOALS

I. SHORT-TERM GOALS:

A. What do you want to be doing two years from program completion?

_____

_____

B. Based on your interviews, what is your SHORT-TERM career goal?

_____

_____

_____ Date _____

Revision (if any) _____

_____ Date _____

Revision (if any) _____

_____ Date _____

II. LONG-TERM GOALS:

A. What do you want to be doing 10 years from program completion?

_____

_____

B. Based on your interviews, what is your LONG-TERM career goal?

_____

_____

_____ Date _____

Revision (if any) _____

_____ Date _____

Revision (if any) _____

_____ Date _____

CAREER PLANNING OCCUPATIONAL SURVEY

Name of person interviewed _____

Job title _____

Company name _____

Address _____ Phone _____

Brief job description _____

_____

Education required _____ Work experience required _____

What professional organizations are you involved in and why?

_____

_____

_____

What percent of your working time is spent outdoors? _____

What percent of your time is spent doing paperwork? _____

What percent of your time is spent working with people? _____

(The above three categories need not total 100%)

What is the entry-level job availability? _____

What is the advancement potential from an entry-level position? _____

Where are the jobs located? _____

What approximate salary and hours can be expected for entry level in this occupation?

Hours _____ Maximum salary _____

What are the potential fringe benefits associated with this job? _____

_____

What do you like most about your occupation? _____

What do you like least about your occupation? _____

What advice would you have for me if I were to consider this type of occupation?

_____

Other comments? _____

CAREER PLANNING OCCUPATIONAL SURVEY

(Continued)

What are the five most important tasks or duties needed to be successful in this occupation? (LIMITED TO THIS PAGE PER INTERVIEW)

1.

2.

3.

4.

5.

CAREER PLANNING OCCUPATIONAL SURVEY

Name of person interviewed _____

Job title _____

Company name _____

Address _____ Phone _____

Brief job description _____

_____

Education required _____ Work experience required _____

What professional organizations are you involved in and why?

_____

_____

_____

What percent of your working time is spent outdoors? _____

What percent of your time is spent doing paperwork? _____

What percent of your time is spent working with people? _____

(The above three categories need not total 100%)

What is the entry-level job availability? _____

What is the advancement potential from an entry-level position? _____

Where are the jobs located? _____

What approximate salary and hours can be expected for entry level in this occupation?

Hours _____ Maximum salary _____

What are the potential fringe benefits associated with this job? _____

_____

What do you like most about your occupation? _____

What do you like least about your occupation? _____

What advice would you have for me if I were to consider this type of occupation?

_____

Other comments? _____

CAREER PLANNING OCCUPATIONAL SURVEY

(Continued)

What are the five most important tasks or duties needed to be successful in this occupation? (LIMITED TO THIS PAGE PER INTERVIEW)

1.

2.

3.

4.

5.

CAREER PLANNING OCCUPATIONAL SURVEY

Name of person interviewed _____

Job title _____

Company name _____

Address _____ Phone _____

Brief job description _____

_____

Education required _____ Work experience required _____

What professional organizations are you involved in and why?

_____

_____

_____

What percent of your working time is spent outdoors? _____

What percent of your time is spent doing paperwork? _____

What percent of your time is spent working with people? _____

(The above three categories need not total 100%)

What is the entry-level job availability? _____

What is the advancement potential from an entry-level position? _____

Where are the jobs located? _____

What approximate salary and hours can be expected for entry level in this occupation?

Hours _____ Maximum salary _____

What are the potential fringe benefits associated with this job? _____

_____

What do you like most about your occupation? _____

What do you like least about your occupation? _____

What advice would you have for me if I were to consider this type of occupation?

_____

Other comments? _____

CAREER PLANNING OCCUPATIONAL SURVEY

(Continued)

What are the five most important tasks or duties needed to be successful in this occupation? (LIMITED TO THIS PAGE PER INTERVIEW)

1.

2.

3.

4.

5.

CAREER PLANNING OCCUPATIONAL SURVEY

Name of person interviewed _____

Job title _____

Company name _____

Address _____ Phone _____

Brief job description _____

_____

Education required _____ Work experience required _____

What professional organizations are you involved in and why?

_____

_____

_____

What percent of your working time is spent outdoors? _____

What percent of your time is spent doing paperwork? _____

What percent of your time is spent working with people? _____

(The above three categories need not total 100%)

What is the entry-level job availability? _____

What is the advancement potential from an entry-level position? _____

Where are the jobs located? _____

What approximate salary and hours can be expected for entry level in this occupation?

Hours _____ Maximum salary _____

What are the potential fringe benefits associated with this job? _____

_____

What do you like most about your occupation? _____

What do you like least about your occupation? _____

What advice would you have for me if I were to consider this type of occupation?

_____

Other comments? _____

CAREER PLANNING OCCUPATIONAL SURVEY

(Continued)

What are the five most important tasks or duties needed to be successful in this occupation? (LIMITED TO THIS PAGE PER INTERVIEW)

1.

2.

3.

4.

5.

INDIVIDUAL COMPETENCY GOALS

Based on your interviews and your short- and long-term career goals, list your specific individual competency goals and leadership/human relations goals. (This list may be updated periodically if necessary.) LIMITED TO THIS PAGE

CURRENT COMPETENCY SKILLS LEVEL:

1. Skill/knowledge is very high
2. Skill/knowledge is job entry level or above
3. Skill/knowledge is less than job entry level
4. No skill/knowledge

		Source (✔)			
Individual Competency Goals and Leadership/Human Relations Goals	Skill Level	Education	Work	Personal	Date Goal Achieved

CAREER PLAN

On this page describe your plan to attain your short- and long-term goals.

A. Be specific as to the type/kind of TRAINING and WORK EXPERIENCE you will complete to attain your goals.

B. Briefly describe your plan to attain more LEADERSHIP and HUMAN RELATIONS skills.

PLANNING FOR PROGRESS PROGRAM JUDGE'S CRITIQUE SHEET

(To be returned to applicant)

Award Area _____

Student's Name _____

I. STRENGTHS:

II. WEAKNESSES:

III. RECOMMENDATIONS:

CAREER PROGRESS PROGRAM

The CAREER PROGRESS portion of this program begins when a student completes the CAREER PLANNING Program, which includes a personal education plan for learning the competencies necessary for employment in the chosen field of agriculture. Such a plan will normally include formal study, supervised on-the-job training and perhaps unsupervised work experience.

After completion of the local CAREER PLANNING Program, the student begins the CAREER PROGRESS Program.

Recognition is given to students who have prepared outstanding career plans and have followed through with them.

Computer disks are available for the CAREER PROGRESS Award Application for IBM or Apple computers at a cost of $20 each from the PAS Executive Director (see page 1.1). The disks include a blank application form as well as a sample from a past national winning application.

CAREER PROGRESS Areas

Area	Sponsor
Crop Production	Pioneer Hi-Bred International
Animal Production	Pfizer, Inc.
Agricultural Equipment	Deere & Company
Agribusiness	Cenex/Land O'Lakes
Agricultural Management & Marketing	
Horticulture and Natural Resources	
Agricultural Technology	

CAREER PROGRESS Awards

Awards are to be funded in each of the award areas as follows:

Local Winner

Participant and Local Chapter: Certificates

State Winner

Participant and State Winner: Certificates

National

Participant: Plaque and $50 plus travel stipend as follows:

0-300 miles	$25
301-600 miles	$50
601+ miles	$75

(Mileage calculated from your school to National Conference)

National Winner: Plaque and $300

Award of Merit: Plaque and $100

Special Note: Travel stipend and cash awards are not given in unsponsored award areas.

General Rules for CAREER PROGRESS Program

1. Applicant must be a current dues-paying member of the local, state and national PAS organization.

2. The activities shall begin with the student's enrollment in the postsecondary program.

3. Awards will be based on activities up to December 31 of the year prior to the National Conference in which participation takes place.

4. Each state may enter two winners per award area. No student shall enter a CAREER PLANNING and a CAREER PROGRESS Award Program in the same year at the state and national levels.

5. No student shall enter more than one CAREER PROGRESS area at the state and national levels per year.

6. State winners shall be ineligible for further CAREER PROGRESS Awards in the same CAREER PROGRESS area in future years.

7. Each state must inform the Executive Director of the names of all state winners (and alternates, if applicable) by **February 28**.

8. Each applicant must complete the CAREER PROGRESS Program Award Application.

9. Two copies of each national participant's application must be submitted at the registration table at the National Conference by the time stated in the conference invitation.

10. Applications must be submitted on white paper and stapled in upper lefthand corner. Do not put in folder.

11. At the National Conference, each applicant will be given up to two hours to prepare a written solution to a practical problem relating to their CAREER PROGRESS area.

The problem will be randomly selected from a minimum of three different problem situations, which were developed by volunteer instructors throughout the country.

12. After judging, the applications will be distributed as follows: (a) one to the PAS corporate sponsor; and (b) one returned to the applicant.

13. No score sheets will be returned to participants. However, judges will give general written comments to each contestant via a critique sheet.

14. A general briefing session by judges for contestants will be held after all interviews are completed.

15. National participants will be recognized during the National Conference. Award of Merits may also be presented at the judges' discretion.

16. State winners must be present at the National Conference to be eligible for national competition. In the event that the state winner cannot participate, the state alternate may participate. In this situation, the state winner would receive only the certificate and the alternate would receive the cash award, plaque and national recognition. Emergency situations prohibiting participation will be dealt with on an individual basis.

CAREER PROGRESS PROGRAM JUDGE'S RATING SHEET

Award Area _____

Applicant's Name _____

College/Institute Name _____

College/Institute Address _____

	Possible Points	Actual Points
I. APPLICATION EVALUATION		
A. RÉSUMÉ (application page 2)		
Shows personal development and progress toward career goals.	(25)	_____
B. TRANSCRIPT (application page 3)		
Verifies participation in a postsecondary program.	(10)	_____
C. GOALS (application page 4)		
Shows the use of the PLANNING FOR PROGRESS Program in career decision making.	(25)	_____
D. COMPETENCIES (application page 5)		
Shows the planning and development of an educational plan.	(25)	_____
E. FINANCIAL MANAGEMENT (application page 6)		
Shows ability to apply financial management skills to selected career/occupation.	(15)	_____
TOTAL POINTS	(100)	_____
II. PRACTICAL PROBLEM		
A. FORMAT		
Arranged supplement in logical order.	(30)	_____
B. CONTENT		
Supplement contained substance.	(30)	_____
C. CONCLUSION		
Presented realistic approach and solution.	(30)	_____
D. GRAMMAR		
Proper use of language.	(30)	_____
TOTAL POINTS	(100)	_____
III. GOALS DISCUSSION		
A. Personal appearance	(15)	_____
B. Response to general questions about award-area industry	(35)	_____
C. Responses to questions on Practical Problem	(100)	_____
D. Responses to questions about applicant and application	(35)	_____
E. First impression and last impression	(15)	_____
IV. COMMENTS		
TOTAL POINTS	(200)	_____
Part I	(100)	_____
Part II	(100)	_____
Part III	(200)	_____
TOTAL SCORE	(400)	_____

CAREER PLANNING PROGRAM

Award Application

This application is made in the area of—

_____

Sponsored by—

_____

Applicant's Name _____

Permanent Address _____
(RR, Box or Street) (Town)

_____ Phone _____
(State) (Zip)

Date Entered Postsecondary Agricultural Training: _____ Date of Graduation: _____

Name of College/Institution: _____ Major Course of Study: _____

Address: _____ Phone Number: _____

WE HAVE EXAMINED THIS APPLICATION AND FIND THE RECORDS TRUE, ACCURATE AND COMPLETE. WE HEREBY PERMIT FOR PUBLICITY PURPOSES THE USE OF ANY INFORMATION INCLUDED IN THIS APPLICATION WITH THE EXCEPTION OF THE FOLLOWING: GRADE POINT AVERAGE, FINANCIAL DATA OF A CONFIDENTIAL MATTER, _____ (OTHER INFORMATION YOU WISH TO HAVE WITHHELD).

_____ _____
Applicant Chapter Advisor

_____
PAS State Leader

REMOVE THIS PAGE

AND REPLACE IT WITH THE FOLLOWING PAGES

IN ORDER:

1. A one-page PERSONAL RÉSUMÉ
Becomes page 2 of final application

2. COLLEGE/INSTITUTION TRANSCRIPT(S)
Becomes page 3 of final application

3. The CAREER PLANNING GOAL PAGE from the CAREER PLANNING Award Application
Becomes page 4 of final application

COMPETENCIES

List the most important newly learned competencies and other duties or tasks performed.
LIMITED TO THIS PAGE.

Competency Skills Level: 1. Skill/knowledge is very high 2. Skill/knowledge is job entry level or above 3. Skill/knowledge is less than job entry level 4. No skill/knowledge	**Competency Level**		Source (✔)		
	Beginning	To Date	Education	Work	Personal

Financial Management

What have you learned about financial management as part of your technical training that will help you in your occupation/career? (LIMITED TO THIS PAGE ONLY)

Student's General Information Statement

Include any pertinent information about your background, current job, business or farm, etc. (LIMITED TO THIS PAGE ONLY)

PLANNING FOR PROGRESS PROGRAM JUDGE'S CRITIQUE SHEET

(To be returned to applicant)

Award Area _____

Student's Name _____

I. STRENGTHS:

II. WEAKNESSES:

III. RECOMMENDATIONS:

STATE CERTIFICATE REQUEST FORM
PLANNING FOR PROGRESS PROGRAM

PLANNING FOR PROGRESS Certificates of Participation are available free of charge to recognize students' efforts at the state level. Please use this form to order certificates.

Send to: Kimberly Perry
P.O. Box 221897
Sacramento, CA 95822

Name of Institution _____

Address _____

_____

_____

Name of Advisor _____

Please indicate the number of Certificates of Participation needed in each area listed below:

CAREER PLANNING Areas

NOTE: One State Winner Certificate for each area will be sent with the Certificates of Participation.

____ Cereal Crop
____ Feed Grain
____ Oil Crop
____ Specialized Crop

____ Beef
____ Dairy
____ Sheep
____ Swine
____ Specialized Animal

____ Crop Protection
____ Feed and Supply
____ Fertilizer
____ General Management
____ Sales and Service

____ Equipment and Parts Retailing
____ Farm Equipment Mechanics
____ SpecializedAgricultural Mechanics

____ Agricultural Marketing
____ Farm and Ranch Management

____ Floriculture
____ Forestry
____ Fruit and Vegetable
____ Turf and Landscape
____ Specialized Horticulture/ Natural Resources

____ Animal Health
____ Animal Technology
____ Plant Technology
____ Ag Education

CAREER PROGRESS Areas

NOTE: Two State Winner Certificates for each area will be sent with the Certificates of Participation.

____ Crop Production
____ Animal Production
____ Agribusiness
____ Agricultural Equipment

____ Agricultural Management and Marketing
____ Horticulture and Natural Resources
____ Agricultural Technology

Insert divider sheet for Section 5.

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NATIONAL CERTIFIED CROP ADVISER EXAM

A Partnership Between PAS and The American Society of Agronomy

Sponsored by The Quaker Oats Company and Sandoz Agro, Inc.

Background

PAS is offering the opportunity to meet one of the eligibility requirements to become a Certified Crop Adviser—taking and passing the National Exam.

The Certified Crop Adviser program is a certification program developed by the American Society of Agronomy to improve the quality and consistency of information farmers receive from crop input advisors. The program is open to any qualified individual who makes nutrient, pest or environmental recommendations to farmers.

To become certified an individual must meet the following eligibility requirements:

- Pass National Certified Crop Adviser Exam
  1. Soils/Fertility
  2. Soil and Water Management
  3. Pest Management
  4. Plants and Plant Growth

- 2 Years of Crop Advising Experience and B.S. Degree in Agriculture

or 3 Years of Crop Advising Experience and A.S./A. Degree in Agriculture

or 4 Years of Crop Advising Experience

- Provide Employer Reference

- Pass State-Specific Exam

- Sign Code of Ethics

As of August 1995 the following states will be participating in the program:
Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington and Wisconsin.

General Rules

1. Any active PAS member who meets *one* of the following requirements at the start of the PAS National Conference is eligible to take the National Crop Advisor Exam.
   a. A.S. or A.A. Degree in Agriculture
   b. Graduating in the Spring with an A.S. or A.A. in Agriculture
   c. Graduating in the Spring with a B.S. or B.A. in Agriculture

2. It is *not* necessary to have any crop advising experience in order to take the National Exam.

3. Any agricultural major meets the agriculture degree requirement.

4. The exam is based on the "National Certified Crop Adviser Performance Objectives," which will be sent to PAS advisors in fall 1995. The exam results are good for four years.

5. The exam fee is $100. There will be 20 $150 scholarships available.

6. Information regarding the exam dates and scholarship application will be sent to chaper advisors in the fall.

Coordinator

Contact Kimberly Perry, PAS Executive Director

Insert divider sheet for Section 6.

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PAS BYLAWS

Adopted March 27, 1980

Revised April 1, 1982; March 24, 1983; March 29, 1984; March 21, 1985; March 20, 1986; March 15, 1988; March 12, 1989; March 17, 1990, March 16, 1991; March 20, 1993; March 18, 1995

ARTICLE I. NAME

The name of the organization shall be the National Postsecondary Agricultural Student Organization. The letters NPASO and PAS may be used to designate the organization.

ARTICLE II. PURPOSE

The purpose of the National Postsecondary Agricultural Student Organization is to provide opportunities for members to develop the skills and abilities needed to enter and advance in careers in agriculture, agribusiness, horticulture and natural resources

The objectives of PAS are to enable members to:

1. Make appropriate career choices.

2. Identify and acquire the skills needed for a successful career in agriculture, agribusiness, horticulture or natural resources.

3. Develop leadership and management abilities.

4. Develop and enhance character, citizenship and patriotism.

5. Establish relationships with educational, professional and service organizations.

6. Encourage cooperation among students in various curricular areas.

7. Recognize the value of postsecondary vocational technical education.

8. Receive recognition for achievement in the organization.

ARTICLE III. ORGANIZATION

Section A. The National Postsecondary Agricultural Student Organization is a student organization associated with agriculture/agribusiness and natural resources offerings in state approved or approvable institutions offering vocational diplomas and/or certificates, associate degrees and baccalaureate degree programs. It is an integral part of the instructional program but may meet and operate outside of class time.

Section B. On the local level, there may be several individual organizations to meet the curricular needs of the students. These organizations may form a coordinating council if so desired.

Section C. Every state with one or more chapters may have a state association, however, affiliation with PAS will be as a state.

Section D. Participation at the national organization level will be through state associations certified by a state official within the state.

ARTICLE IV. MEMBERSHIP

Section A. *Active membership* shall be limited to students enrolled in a program preparing students for a career in agriculture/agribusiness and natural resources at institutions offering vocational diplomas and/or certificates, associate degrees and baccalaureate degree programs.

1. Active membership for students pursuing a vocational diploma, certificate or associate degree shall cease at the close of the second national conference following the completion of the curriculum.

2. Active membership for students pursuing a baccalaureate degree shall cease upon the completion of the curriculum.

Section B. *Associate Membership.*
1. Associate membership shall be open to former active or honorary PAS members, present and former agricultural educators, parents of PAS members and others interested in the PAS organization.

The name of this membership shall be the PAS Associates.

Any individual or group using the name shall affiliate with National PAS Associates. A National PAS Associate member shall have paid annual or life dues.

2. The purposes shall be:
A. To provide a tie to the PAS organization.

B. To assist PAS and agricultural education personnel to involve Associate members in worthy activities.

3. The executive body of the PAS Associates shall be a special committee referred to as the PAS Associates Committee:

A. A chairperson elected the previous year as chairperson-elect.

B. A chairperson-elect shall be elected at-large by the Associate membership at the annual meeting for a two-year term. The second year of the term the chairperson-elect moves into the chairperson position.

C. One agribusiness/ag educator person elected at-large annually for a one-year term. An agribusiness/ag educator person shall not serve more than three consecutive terms.

D. No more than two (2) PAS Alumni shall serve on the PAS Associates Committee in any one year.

E. The immediate Past PAS National President shall serve in an advisory capacity to the Associates Committee.

F. The National Advisor and the Executive Director of the national PAS organization shall serve as ex-officio members of the PAS Associates Committee.

4. There shall be an annual meeting of the membership held in conjunction with the annual PAS Conference or called by the Committee as needed.

5. Dues shall be set by the PAS Associate members at the annual meetings. The dues structure must be approved by the PAS Board of Directors.

Associate membership annual dues will be paid to the PAS Associates and will be deposited into the PAS Associates Regular Account. A minimum of 50% of the annual dues received each year will be used to fund projects chosen by the Board of Directors to be identified as PAS Associates projects.

Lifetime membership dues will be deposited into an escrow account of the PAS Associates where only the interest will be deposited in the PAS Associates regular account.

Section C. Honorary Membership may be awarded to persons who have helped advance postsecondary education in agriculture and/or PAS and shall be conferred for life.

ARTICLE V. NATIONAL OFFICERS

Section A. Student officers shall be a President, Secretary and four Vice-Presidents elected at large. Officers are limited to one per state. Officers must be of active membership status during their complete term of office. National officer candidates shall submit to the Board a National Officer Application as announced by the Executive Director. The national officers of the organization shall be elected by a majority vote of the delegates present at the national conference. In the case that more than two people are nominated for an office and no one receives a majority on the first vote, the person receiving the lowest number of votes will be dropped from the ballot and a revote taken, this procedure followed until one person receives a majority.

ARTICLE VI. GOVERNING BODY

Section A.
Six Student Officers
Immediate Past President
Four Postsecondary Faculty
One State Staff Member
One Agricultural Education Teacher Educator
Four Agricultural Industry Representatives
One USDE Program Specialist for Agriculture/Agribusiness and Natural Resources

Section B. The chairperson of the Board of Directors shall be the Program Specialist for Agriculture/Agribusiness and Natural Resources from the U.S. Department of Education and shall serve as the executive officer of the board with administrative responsibility for implementing the policies of the board under the Bylaws of the organization.

Section C. The Executive Director shall be appointed annually by the Board of Directors and shall serve as an ex-officio member of the Board of Directors.

Section D. The faculty members on the Board of Directors shall be elected by the faculty present at the national conference, the state staff member by the National Association of Supervisors of Agricultural Education and the teacher educator by the American Association of Teacher Educators of Agriculture. The four agriculture industry representatives shall be appointed by the Board of Directors for a two-year term.

Section E. Two faculty members and the state staff member shall be elected in even-number years for a two-year term and the other two faculty members and the teacher educator shall be elected in odd-number years for a two-year term. Two of

the industry representatives shall be appointed each year. No elected Board member shall serve more than four consecutive years.

Section F. Special meetings of the Board of Directors may be called by the Chairperson and the President.

ARTICLE VII. MEETINGS

Section A. States shall bid on the location of the national conference and the selection shall be made by the Board of Directors two years in advance.

Section B. Business at the national conference shall be conducted by two delegates from each state. Certification of delegates shall be made by the advisor of the state association.

Section C. Parliamentary authority shall be the most recent edition of *Robert's Rules of Order* (revised).

ARTICLE VIII. COMMITTEES

Section A. Standing committees shall be appointed by the Board of Directors.

Section B. Ad Hoc committees shall be appointed as needed by the Board of Directors.

Section C. Standing committees shall include:

1. Nominating Committees to interview National Officer Candidates

2. Membership

3. Finance

4. Auditing

5. National Conference

6. Public Relations

7. Resolutions

Section D. An Associate Committee shall be the governing body of Associate membership.

ARTICLE IX. AMENDMENTS

Proposed amendments to the bylaws of the National Postsecondary Agricultural Student Organization may be submitted by a State Association or by the National Board of Directors at least 120 days prior to the opening date of the national conference. The Executive Director shall notify all local and state organizations at least 60 days prior to the conference. A two-thirds vote of the delegates present at the national conference shall be required for adoption.

Article X. FISCAL TERMS

Section A. The fiscal year shall be January 1 through December 31.

Section B. Dues for active members are payable July 1 through December 31 of the current fiscal year. Membership runs from September 1 through August 31.

Insert divider sheet for Section 7.

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PAS NATIONAL OFFICER HANDBOOK

Uniting Education & Industry in Agriculture

The National Postsecondary
Agricultural Student Organization

August 1994

NATIONAL OFFICER JOB DESCRIPTION

Congratulations! You have been elected to be a national PAS officer. This accomplishment brings honor to you, your parents, your college and your state. It brings duties and responsibilities to follow. This handbook has been developed to help you meet this exciting, challenging and demanding year of service to PAS.

The primary responsibility of a national officer is to serve the national PAS organization in local, state and national activities in a way that will inform, motivate and inspire PAS members, advisors and others to achieve the aim and purposes of the organization.

Specific responsibilities include:

- Serve as a member of the PAS Board of Directors at the summer, fall and spring meetings.
- Participate in a three-day training seminar prior to the summer PAS Board of Directors meeting.
- Participate in state and/or regional PAS conferences as approved by the Executive Director.
- Participate in planning and conducting the PAS National Conference.
- Represent the national PAS organization at other local, state and national activities as scheduled by the Executive Director.
- Prepare and submit by the fifth of every month an officer report.
- Keep up to date with all correspondence.
- Plan, prepare, read, study, listen, review and practice to continue improving public speaking skills.
- Stay up to date on agriculture facts and issues.
- Maintain a positive attitude and enjoy your year of service with members, advisors, staff, sponsors and others.

NATIONAL OFFICER POLICIES AND PROCEDURES

Dress Code

The official dress code of the national officers shall be:

Navy Blazer
White Shirt/Blouse
Gray Dress Slacks/Skirt
Red PAS Tie
Dress Shoes

The official dress shall be worn at all formal meetings, conferences and when representing PAS in an official role.

Travel Reimbursement Policy

1. A national officer will find that many requests will be made of him/her to travel and participate in activities. It is important that the officer understand the difference between various types of travel.
   a. FUNDED BY NATIONAL is travel authorized by the national PAS organization and generally includes participation in PAS activities on a national level. This travel is assigned by the national PAS and/or the executive director and is reimbursed by the national PAS organization.
   b. FUNDED BY OTHER THAN NATIONAL is travel made directly with a national officer in conjunction with the Executive Director. The travel generally includes state and regional conferences and local college visits. This travel is not reimbursed by the national PAS organization but may be reimbursed directly to the officer by another group.

2. National officers are to submit vouchers for reimbursement of travel expenses immediately following the activity. A sample form is included at the back of this handbook. These are vouchers showing all expenses including travel, lodging, mileage, meals, parking, taxi, postage, phone and a daily total. National officers are to report on noteworthy programs, activities and/or concerns on this voucher.

3. Receipts must be attached to each voucher to substantiate expenditures.

4. PAS will reimburse the following travel expenses:
   a. Car mileage—The rate shall be the current IRS Business Rate. Mileage shall not exceed the maximum plane fare.
   b. Room accommodations
   c. Meals—No more than $25.00 per day may be claimed for meals.
   d. Plane fare—Young Holidays is to be used whenever making plane reservations. They will bill PAS directly.
   e. Reasonable cab fare and related travel expenses.

PAS Board of Directors Meetings

1. The PAS Board of Directors is made up of:
   a. Student Board: National PAS Officers
   b. Non-Student Board: four postsecondary faculty, one state staff member, one agricultural education teacher educator, four agricultural industry representatives, one USDE coordinator of agricultural and rural education

2. The National PAS President presides over the meetings.

3. The National PAS Secretary takes the meeting minutes.

4. The national PAS officers are responsible for all motions brought before the board. A Business Meeting Form is included in the back of this handbook.

5. The Non-Student Board takes action on any motion after the Student Board takes action.

RUN FOR NATIONAL OFFICE

National Student Officers

All active members are invited to consider running for national office.

According to the PAS Bylaws, active membership shall cease at the second National Conference following graduation from a postsecondary institution. National officers must be active members throughout the year they hold office. Contact the Executive Director if there is a question about eligibility.

Holding a national office involves:

- attending a new national officer orientation session immediately after the close of the National Conference
- attending a National Board of Directors meeting in Washington, D.C., in June
- attending a fall board meeting in late September or early October
- attending National Conference in March
- representing PAS at state conferences and other meetings as required
- fulfilling responsibilities in planning and carrying out PAS programs and National Conference

National officer applications are available from PAS Executive Director Kimberly Perry and on page 7.9 of this handbook.

National Officer Selection Procedure

Nominating Committee

1. A nominating committee chairperson shall be selected by the Board of Directors with no specific time requirement for term of office.

2. The remainder of the nominating committee shall consist of the following from different states:
   a. One nonstudent board member and one past PAS officer.
   b. Two PAS faculty members from two different states with no already-selected committee members.
   c. Two PAS members from two different states with no already-selected committee members.
   d. Committee members will be assigned to the commit tee by states selected.

Election Procedures

1. All candidates for National Office will be given a briefing session at the convention to explain the nominating and election procedures.

2. Interviews will begin as scheduled at the conference and candidates will be introduced at a conference session.

3. The nominating committee shall announce their selection of a minimum of 9 and a maximum of 12 candidates for national office. Only these 9–12 finalists will be eligible for national office.

4. All delegates are encouraged to attend a session where the final 9–12 are interviewed by the nominating committee.

5. It will be at the discretion of the nominating committee to:
   a. Interview candidates or have them appear again before the delegates or conference.
   b. Make an entire slate of suggestions to the delegates, make only a partial slate suggestion, such as for president, or make no specific suggestions among the 9–12 candidates.

6. The nominating committee recommendations for the 9–12 final candidates should be made at the time listed in the conference program.

7. Only those selected by the nominating committee in the 9–12 category may be nominated from the floor during the election procedures.

Nonstudent Board Members

The terms of two faculty members and either the teacher educator or state supervisor plus two industry representatives are open each year.

Faculty members are elected by faculty at the National Conference. Teacher educators are elected by AAEA and state supervisors by NASAE. Industry representatives are appointed by the Board of Directors. The Executive Director will notify chapter advisors of the openings each year.

Responsibilities for nonstudent board members parallel those of the student officers.

INFORMATION FOR PAS OFFICER CANDIDATES

Eligibility

Any postsecondary agriculture/horticulture/agribusiness student who has or will graduate after April 1994 is eligible to be considered for National Office. Officers must be of active membership status during their complete term of office, and shall be elected no later than the first national conference following completion of curriculum.

Application Deadline

Six copies of the National Officer Application must be submitted to the Registration Desk at the National Conference in Cedar Rapids by 6:00 p.m. on the first day. *Officer applications will not be returned.*

Nominating Committee

The national Nominating Committee will meet with officer candidates throughout the conference. The first meeting is at 8:30 p.m. on Wednesday, March 13, 1996. At that time, candidates will be given a schedule of additional meetings.

Election Procedures

1. After interviewing the candidates, the Nominating Committee will announce their selection of a minimum of 9 and a maximum of 12 candidates for national office. Only those 9–12 people will be eligible for national office.

2. Candidates may be asked to speak to the conference at any time.

3. The Nominating Committee will report to the conference at a time to be announced in the Conference Program.

4. Election will be by a majority vote of the delegates.

5. Each officer candidate may distribute literature subject to the following restrictions:
   a. Limited to one 8-1/2" x 11" sheet.
   b. Cannot be left on chairs and other places around the hotel.
   c. Cannot be distributed in a manner that interrupts any scheduled conference activity.

6. Each officer who is elected is required to furnish his or her own official dress. Ties for elected officers will be furnished.

OFFICER TRAINING

All newly elected National Officers will be required to attend a training session from 9:30–11:00 a.m. on Saturday of the PAS National Conference.

Additional officer training will take place at a time and place that is mutually convenient for the officers and the officer advisor.

The Officer Leadership Seminar will be held in the Washington, D. C., area during June or July. It is imperative that all officers attend this meeting.

MISSION AND GOALS FOR AGRICULTURAL EDUCATION*

The mission of agricultural education is to provide a total dynamic educational system.

We aspire to excellence as we recruit, prepare and support individuals in agricultural careers.

We serve the people and inform them about agriculture, its needs, opportunities and challenges.

We value:
- providing instruction in and about agriculture.
- serving all populations.
- developing the whole person.
- responding to the needs of the marketplace.
- advocating free enterprise and entrepreneurship education.
- functioning as a part of the total educational system.
- utilizing a proven educational process that includes formal instruction, experiential learning, leadership and personal development.

The goals for agricultural education are to:

1. Update instruction in agriculture and expand programs about agriculture.

2. Serve all people and groups equally and without discrimination.

3. Amplify and expand the "whole person" concept of education including leadership, personal and interpersonal skills.

4. Develop educational programs that continually and systematically respond to the trends and demands of the marketplace.

5. Provide the stimuli that will foster the spirit of free enterprise and develop creative entrepreneurship and innovation.

6. Provide leadership and cultivate strong partnerships in the total educational system.

7. Elevate and extend our standards of excellence in classroom and laboratory instruction, supervised experience and student organizations.

** From the Mission Statement and Goals for Agricultural Education as published in the Strategic Plan for Agricultural Education.*

RELATED AGRICULTURAL EDUCATION GROUPS

The National FFA Organization

The primary aim of the National FFA Organization is the development of agricultural leadership, cooperation and citizenship. For more than 65 years, the FFA has complemented agricultural instruction by making classroom lessons come to life through realistic applications. The National FFA Organization is a driving force in developing leadership in today's youth. Active participation in public speaking, skills contests, chapter meetings, award and recognition programs, committees and community projects provide FFA members with opportunities to develop personal leadership skills. The organization motivates young people to make positive contributions to their homes, schools, communities and country.

National FFA Organization, P.O. Box 15160, Alexandria, VA 22309-0160, (703) 360-3600, Contact: Dr. Larry Case, National FFA Advisor

FFA Alumni

Former FFA members and community members who support the FFA comprise the National FFA Alumni Association. The group provides vital functions, from helping prepare judging teams at the chapter level to presenting leadership workshops at the national level. The FFA Alumni Association was organized in 1971 following the vote of the official delegates at the National FFA Convention. The FFA Alumni Association is directed by the Alumni Council elected by the membership. The national organization consists of chartered state associations and local affiliates, each of which plan and coordinate activities and meetings to provide for their needs.

National FFA Alumni Association, P.O. Box 15058, Alexandria, VA 22309-0058, (703) 360-3600

National Vocational Agricultural Teachers' Association (NVATA)

The NVATA is an affiliation of persons in state associations engaged in educating others in and about the science and business of agriculture. Teachers, supervisors, teacher educators, postsecondary instructors, farm business management trainers and others interested in agricultural education are eligible for membership. The NVATA is a member of the Agricultural Education Division of the American Vocational Association (AVA), which is a national organization representing those engaged in all fields of vocational and technical education. The NVATA was organized on December 2, 1948, in Milwaukee, Wis. A high percentage of the vocational agriculture teachers in the United States are active members. Agriculture education majors in colleges/universities can become student members. Agriculture, agribusiness, industry, civic, governmental and other agencies or firms can become organization members. Fifty state vocational agricultural teachers' associations are affiliated with the NVATA. Organization business is conducted by a Board of Directors composed of the president, president-elect, and six regional vice-presidents. The NVATA is recognized as the national professional organization for agricultural educators and speaks with a voice of more than 8,000 members.

National Vocational Agricultural Teachers' Association, P.O. Box 15440, Alexandria, VA 22309-0440, (703) 780-1862, Contact: Marshall Stewart, Executive Director

National Young Farmer Educational Association (NYFEA)

The National Young Farmer Educational Association is the vocational student organization for adults enrolled in agricultural education. Membership includes 20,000 men and women, predominantly less than 40 years of age, who are striving to further their leadership and communications skills to be more effective in their chosen field. The national association provides programs for state and chapter use to meet the needs of the membership. These programs are educational in nature and add value to state and local offerings while using resources otherwise not available.

National Young Farmer Educational Association, P.O. Box 15160, Alexandria, VA 22309-0160, (703) 799-0594

National Association of Supervisors of Agricultural Education (NASAE)

The National Association of Supervisors of Agricultural Education serves the needs of professionals who supervise local agricultural education programs in public schools. The organization is a vital force in addressing the challenges that face the agricultural education profession and in providing vision and leadership for the future of the profession and the program it serves.

American Association for Agricultural Education (AAAE)

The American Association for Agricultural Education seeks to serve agricultural education by providing a professional organization for those individuals who prepare others to become teachers of agricultural education.

BUSINESS MEETING FORM

PAS BOARD OF DIRECTORS

Please fill out the following when you make a motion. This will not only move the meeting along much faster and smoother, it will also facilitate correct minutes by the secretary.

When form is completed circulate back to secretary.

MOTION:

Motion made by: _____

Seconded by: _____

❑ Carried ❑ Failed ❑ Other

NATIONAL POSTSECONDARY AGRICULTURAL STUDENT ORGANIZATION

Name _____ Address _____

TRAVEL–LODGING Date	F = From T = To L = Lodging			Air RR Bus	Auto		Meals			Park	Limo/Bus	Taxi	Laundry	Postage	Phone	Tips	Other	DAILY TOTAL
					Miles	Amt.	B	L	D									
	F	T	L															
	F	T	L															
	F	T	L															
	F	T	L															
	F	T	L															
	F	T	L															
	F	T	L															
			GRAND TOTAL															

Explain other expenses:

Report on activities covered by this voucher:

I hereby certify that the expenses listed in the amount of $_____ were incurred by me on official business for PAS and that only such expenses as were necessary in the conduct of this business are included.

_____
Signature Date

_____
Approval Signature Date Code

Return to: Kimberly Perry
P.O. Box 221897, Sacramento, CA 95822

PAS NATIONAL OFFICER APPLICATION FORM

NATIONAL POSTSECONDARY AGRICULTURAL STUDENT ORGANIZATION

Name of Applicant _____ State _____

Home Address _____ Zip _____

Home Phone Number _____

Chapter or School _____ Year at School _____

Office Applying for _____

Will the applicant be available to serve the organization for the entire year? _____

Where will the applicant reside during the coming year? _____

_____

I hereby certify that the enclosed information is correct:

_____ _____

Applicant Signature Date

Endorsements:

We have examined and find the statements herein correct and therefore recommend _____

to the national office of _____

or any other office for which the Nominating Committee may consider the applicant.

_____ _____

Advisor State Organization

_____ _____

Advisor Local Chapter

LEADERSHIP DEVELOPMENT

List any leadership activities you have participated in under the following categories:

HIGH SCHOOL:

LOCAL:

STATE:

NATIONAL:

POSTSECONDARY INSTITUTION:

LOCAL:

STATE:

NATIONAL:

COMMUNITY:

LOCAL:

STATE:

NATIONAL:

REFERENCES:

Please provide two references attending the conference, one student and one non-student.

Student Name	Chapter
Non-Student Name	Title

ADDITIONAL INFORMATION:

The applicant, on a separate sheet, should indicate the contributions he/she will contribute to the national organization if elected.

PAS NATIONAL OFFICER COMMITMENT FORM

(To be signed by each national PAS officer candidate with the understanding that a national officer may be removed from office by the National PAS Board of Directors if he or she does not satisfactorily follow these established standards)

If elected a national PAS officer, during my year of service I pledge that I will:

- Be dedicated and committed to PAS and the total program of agricultural education.
- Be willing and able to travel in serving the national PAS organization.
- Become knowledgeable of agriculture, of agricultural education and of PAS.
- Through preparation and practice, develop into an effective public speaker and project a desirable image of PAS at all times.
- Regularly, and on time, write all letters, thank-you notes, reports and other correspondence.
- Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and from all walks of life.
- Keep up to date on current events.
- Maintain and protect my personal health.
- Use discretion relating to alcohol and tobacco.
- Maintain proper dress and good grooming for all occasions.
- Work in harmony with fellow PAS officers, the PAS Board of Directors and the PAS Executive Director.
- Serve as a member of the team, always maintaining a cooperative attitude.
- Be willing to take and follow instructions as directed by those responsible for national PAS officers and state and national PAS programs.

_____ _____

Signature Date

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OUTSTANDING ADVISOR AWARD

Sponsored by: National Vocational Agricultural Teachers Association

An award to recognize advisors/instructors at local postsecondary institutions who have provided that "extra" in making the PAS organization something worthwhile and special to students in agriculture and PAS members.

1. Local advisors are to be nominated by the local clubs and submitted to the state PAS officers for the selection of a state award recipient. (An advisor may be nominated more than once and may receive the state award more than once).

2. States will submit their outstanding advisor to the national officers for the selection of two National Outstanding Advisor recipients to receive a plaque and lifetime Honorary PAS Membership.

3. Applications must be submitted on a PAS application (or copy thereof) sent in a fall mailing to all chapters—or, contact the Executive Director for a copy. To be considered, the three-page application must be completed and the checklist must total at least 1000 points.

4. Applications and supporting materials will not be returned. Applications will be carried over from year to year and can be updated.

5. Applications are to be submitted by each state at the National Conference as stated in the conference invitation. Each state must determine its own due dates.

6. Advisors serving on the Board of Directors are not eligible for the Outstanding Advisor Award during their term on the board.

Criteria for Selection

Number of:

Years teaching postsecondary
Years involved with PAS
National Conferences attended
Years of membership in NVATA
State officers
National officers
State and national Award Program winners
List of state PAS positions
Years of National Board of Directors